Food Service / Dining Room Assistant

Responsible and Accountable to: Catering Manager, Cook, Head teacher and Senior Management.

**Responsible for:** Assisting the Catering Manager and Cook to produce and serve school meals

**12 hours per week, term time only**

**12:00pm-2:00pm Monday to Friday**

# Qualifications: Food Safety Level 2

**Uniform:** Clean uniform to be worn every day

Hats to been worn or long hair tied back

Only stud earrings and wedding bands can be worn when serving food

Safety shoes

**Purpose of role:**

To be an active part of the Catering Team which assists the Catering Manager and Cook in providing a catering service to the pupils, staff and visitors at our school including a Transported In Meals Service to our site.

The service consists of fresh, healthy, nutritious food prepared to a first class standard in a clean and hygienic environment to comply with all current food, hygiene, health & safety and school standards and regulations.

To be an enthusiastic member of the Food Service/Dining Room Assistants Team assisting in schools meals service preparation and cleaning of kitchen, dining room and utensils. There is a daily physical element to this role, namely, to erect and dismantle tables and benches for the lunch service.

The post holder will ensure pupils are adequately assisted and accommodated in a clean and pleasant environment whilst maintaining good order and discipline in line with the school behaviour plan.

**Duties and Responsibilities:** The normal duties of the post holder will usually include the following:

***Preparation for lunch service:***

* Ensure kitchen and dining room are adequately set up to serve lunches from 12:00 pm
* Put out tables and benches
* Filling jugs with fresh water and to set aside for service.
* Laying out fresh fruit, cheese and biscuits, yogurt and bread.
* Putting up plates for the hot service counter.
* Putting out clearing trolley and bin.
* Placing water jugs on dining tables.
* Ensuring all service equipment is available.

***During Lunch service:***

* Serving hot meals to pupils, staff and visitors.
* Control the entry of pupils to the dining room and their behaviour whilst using the dining room.
* Encourage the correct use of cutlery.
* Operate cashless till system.
* Assist children as appropriate with their selection, encouraging and praising healthy meal choices.
* Talking to pupils kindly, but firmly if required and always with respect.
* Advise Catering Manager/Cook if food items need replenishing, using initiative
* Assist children empty trays and ensure you wipe the trays.
* Deal with any spillages immediately. Display a wet floor sign.
* Removing dirty crockery and cutlery from the cleaning trolley to the dish wash area.
* Operating dishwasher, loading dirty cutlery, crockery and beakers. Removing and putting away once cleaned and dried.
* Manually wash items when dishwasher in use and manually wash gastronome dishes.
* During break between sittings, assist in ensuring there are sufficient clean beakers and cutlery ready for the second sitting.

***At the end of lunch service***

* Clearing and cleaning trolley at the end of service.
* Cleaning cutlery catcher.
* Removing protein items and bread from the table to the kitchen for disposal or storage.
* Cleaning tables.
* Making up cutlery baskets for the following day.
* Put away all tables and benches.
* Clear and clean dining room, sweep and mop floor.
* Clean all kitchen surfaces, sweep and mop floor.
* Carrying out daily and weekly cleaning tasks as per the cleaning schedule.
* Ensuring compliance with food hygiene and Health & Safety Regulations at all times.
* Ensure that Food Service/Dining Room Assistant staff rota is adhered to.
* Carrying out of all other reasonable requests by the Catering Manager and Cook.
* Contact the school office to report your absence from work by 8.30 am on the day of absence.

***Other duties:***

* Any other duties that the Catering Manager, Cook and Head teacher from time to time may reasonably ask the post-holder to perform.

**Pupil Accidents / Injury**

* 1. In the event of any accidents and/or injuries to the children follow the schools accident and reporting procedures at all times, treat them if they are minor injuries (e.g. small cuts or grazes) and record the incident in note form afterwards.
  2. Refer more serious accidents/injuries to the Welfare Officer who will follow accident reporting procedures and report to the Head Teacher.