

# Lunch Time Assistant (Part Time)

## The Role

**Salary:** £5,044 (FTE £15,014)

**Hours:** 15 hours per week Term Time only (38 weeks)

## Responsibilities and Objectives

This role will include:

- a) Assisting in the provision of a high quality catering service to meet the school's needs
- b) Carrying out duties as directed by the Catering Supervisor meeting the required standards at all times
- c) Setting up for service
- d) Clearing and cleaning of dining area and kitchen
- e) Maintaining high standards of food hygiene in the kitchen and surrounding areas
- f) Reporting any faults or problems to the Catering Supervisor whilst having particular regard for Health and Safety of self and others

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## Job Description

**Accountable to: Catering Supervisor**

In your role as Lunch Time Assistant you will:

- a) **Assisting in the provision a high quality catering service**, promoting a professional image whilst being responsive to the needs of a growing school
- b) **Carry out duties as directed by the Catering Manager** meeting the required standards at all times including assisting the rest of the team with any cleaning tasks (including dining tables and dining hall floor) as directed by the Catering Manager
- c) **Assist with the setting up for meal** times including the setting out and putting away of dining furniture in a timely fashion
- d) **Maintain high standards of food hygiene** in the kitchen and surrounding areas at all times
- e) **Cleaning of equipment/dining area/kitchen and report any faults or problems** to the Catering Supervisor whilst maintaining particular regard for Health and Safety of self and others
- f) **Maintain confidentiality** of information acquired in the course of undertaking duties for the school
- g) **Be responsible for your own continuing self-development** undertaking training as appropriate
- h) **Undertake other duties appropriate to the post as required**
- i) **Perform any other reasonable** role as requested by the Principal
- j) **Contribute to the BHS family**

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Headteacher's approval.

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## Person Specification

I = interview  
A = application form R = reference

<b>Experience, Expertise, Abilities and Qualities</b>	<b>Essential/ Desirable</b>	<b>How Assessed</b>
<b>Experience</b> Can demonstrate:		
Work within a catering operation	E	A,I
Face-to-face experience of dealing with people	E	A,I
Experience in using general catering equipment safely and correctly	D	A,I
Work with young people	D	A,I
<b>Expertise</b> Can demonstrate:		
Level 2 Food Hygiene Certificate	D	A,I
Up-to-date knowledge of Health & Safety, Environmental Health and Food Standards Agency requirements	D	A,I
Have undergone Safeguarding training	D	A,I
Excellent communication skills	E	I
Qualified First Aider	D	A
<b>Abilities</b> Can demonstrate:		
Will advocate the ethos and values of BHS and Chapel St	E	A,I
Well organised	E	A,I
Can work as part of a team	E	I,R
Ability to follow instructions	E	I
Can deal with the unplanned	E	I,R
Ability to work under pressure	E	A,I
Remain optimistic	E	I,R
Act sensitively	E	I,R
<b>Qualities</b> Can demonstrate:		
Integrity	E	R
Reliability	E	R
Sound judgement	E	I,R
Intellectual capacity	E	A,I
Flexibility	E	I,R
Stamina	E	R
Ability to act as an exemplary role model	E	I,R