**Job Description**

**Post Title:** Dining Hall Assistant

**Reporting to:** Chef

**Salary:** Scale 2

**Hours:** 11.30am-1.30pm Monday to Friday, term time only

**Main Purposes of Role:**

* That the hall is set up and cleared of tables and chairs for meals and other events as required and maintained in a suitable manner.
* That the needs of each class are well met, always maintaining cleanliness and tidiness.
* The welfare and safety of all.

**Key Accountabilities:**

* To liaise with the kitchen team.
* To contribute to the smooth running of all activities in the dining hall.
* To ensure cleaning and tidying is completed and carried out as required.
1. To support children who use catering facilities at the school.
2. To ensure a safe environment and report any injuries.
3. To assist the Chef and assistant cook when necessary
4. To observe Health and Safety legislation and Catering, food hygiene regulations, appropriate County policies.
5. To communicate effectively with all, staff, pupils, and visitors.
6. To assist the chef in serving of meals to staff and pupils.

**General Duties:**

* To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
1. To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate’s Health and Safety Policy.
2. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

**Contacts:**

In all contacts the postholder will be required to present a good image of the school as well as maintaining constructive relationships.

Internal: Pupils, teachers, Chef, Site Manager, School business manager

**Notes:**

* This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* Reasonable adjustments will be considered as required by the Disability Discrimination Act.
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equal Opportunities Policy.

The school reserves the right to modify the content of this Job Description after consultation to reflect any changes to the job or the services provided without altering the general character or level of responsibility appropriate to the post.

**Person Specification: Dining Hall Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Information** | **Essential / Desirable** | **How Identified** |
| **Education and Training** |  |  |  |
| Formal qualifications andrelevant training | Basic Food Hygiene Qualification | **D** | Application FormInterview Task Documentary EvidenceReferences |
| Food Allergy Knowledge | **D** |
| Health and Safety Qualification | **D** |
| **Experience** |  |  |  |
| Ability to undertake duties of the post | Experience of working with children with Special Educational Needs (SEN) | **D** | Application FormInterviewInterview Task |
| Working in a Catering Environment | **D** |
| **General and Specialist Knowledge** |  |  |  |
| Includes abilities and intellect | The ability to work under direction  | **E** | Application FormInterviewInterview Task |
| Good level of communication and literacy skills, | **E** |
| An understanding of the concept of confidentiality within a professional setting | **E** |
| **Personal Qualities**  |
|  | Good personal Hygiene | **E** | Application FormInterview |
| Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the School. | **E** |
| Able to work within a team | **E** |
| Self-motivated and hard working | **E** |
| Ability to remain calm within a busy and pressured environment | **E** |
| **Additional Requirements** |
|  | Willing to undertake training and continuous professional development in connection with the post. | **E** |  |
| Work in accordance with the school’s values and behaviours. | **E** |