

JOB DESCRIPTION

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| Post Title: | Lead Dining Hall Assistant |
| Directorate/School: | Fort Royal community primary school and nursery |
| Grade: | Scale 3, £9.74-£9.94 per hour (Awaiting April 2020 increase) |
| Reporting To: | Chef |

Hours: 11:00-13:30 daily Monday to Friday term time only.

Currently leading team of three other dining hall assistants.

Main Purposes of Role:

- To lead and supervise the team of Dining Hall Assistants to ensure;
- The rota's and cover for the dining hall lunch time is adequately staffed at all times, arranging and agreeing support with caretaking team as required.
- 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, maintaining cleanliness and tidiness at all times.
- The welfare and safety of all.
- To be aware of any special diets that may be required.
- To plan seating arrangements for classes as required and each academic year working with the teachers.

Key Accountabilities:

- To lead and supervise the dining hall assistants.
- To provide the induction of new dining hall assistants.
- To identify training needs of dining hall assistants
- To ensure the smooth running of all activities in the dining hall.
- To liaise with the kitchen team.
- To ensure cleaning and tidying is completed and carried out as required.
- To supervise children who use catering facilities at the school.
- To use initiative in monitoring events occurring.
- To ensure a safe environment and report any injuries (e.g. by reporting broken glass to the Caretaker).
- To assist the Chef and assistant cook when necessary.
- To help prepare trollies for lunches.
- To carry out necessary cleaning tasks on kitchen surfaces and equipment as well as dining room floor and furniture.
- To observe Health and Safety legislation and Catering, food hygiene regulations, appropriate County policies, and carry out appropriate risk assessments, notifying senior managers as necessary.

- To assist in the production of all necessary records as required.
- To communicate effectively with all; staff, pupils and visitors.
- To assist the chef in serving of meals in the school dining room 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.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- 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.