



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title</b>	Lunchtime Assistant
<b>Hours of work</b>	These are detailed in the respective Contract of Employment
<b>Safer recruiting</b>	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
<b>Main purpose of the job</b>	<ul style="list-style-type: none"> <li>Assisting the Catering Manager to provide lunches for children and staff at Rookwood School during term time</li> <li>Assisting the Catering Manager to provide a staff lunch immediately before the start of each school term</li> <li>Ensuring a hygienically clean working environment at all times</li> </ul>
<b>Reporting to</b>	Catering Manager
<b>Main responsibilities and duties</b>	<ul style="list-style-type: none"> <li>Preparing food as directed by the Catering Manager</li> <li>Washing up kitchen and table ware as required ensuring a clean and tidy working area</li> <li>Adhering to necessary instructions to ensure the safety for people with a range of food allergies</li> <li>Cleaning kitchen area and supporting areas as required meeting hygiene standards</li> <li>Following personal hygiene standards as laid down the catering manager</li> <li>Supporting colleagues at all times and covering absences within reason where necessary</li> <li>Providing additional catering services outside of your normal working hours as requested by the Catering Manager</li> </ul>
<b>Person Specification</b>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>Basic food hygiene</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>Working within a team</li> <li>Safe working practices</li> <li>Working to deadlines</li> <li>Follow duty rotas</li> </ul>

#### Skills and Knowledge

- You will be able to follow instructions and adhere to health and safety practices
- Principles of food hygiene and storage/service
- You will hold or be prepared to achieve a recognised food hygiene qualification
- Be a proven team worker
- You are likely to have had some experience of working in a catering operation within a school, factory or large restaurant
- You will be able to use general catering equipment safely and correctly
- You will be able to be flexible to cover additional catering requirement occasionally outside of your normal working hours.
- Capable of moderate physical activity including the lifting of saucepans.
- Ability to carry out manual handling duties.

#### Personal competencies and qualities

- Initiative and ability to prioritise own work
- Ability to follow direction and work in close collaboration with the Catering Manager
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Committed to equality and diversity
- Ability to work flexibly to meet deadlines and respond to unplanned situations

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.***