

Wiltshire Council

School Support Staff

Job Profile

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| Reference : | SCH017 | Grade A |
| Job Title : | Catering Assistant | |
| Main Job Purpose : | Preparation of dining area, serving lunch and clearing area after lunch. | |

| Main Duties | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Setting up the dining area for lunch time, e.g. putting out tables and chairs |
| 2. | Serving the children at lunch time with hot food |
| 3. | Tidy and clean up after serving at lunch time |
| 4. | Stocking vending machine |
| 5. | To report any perceived hazards in the workplace to the catering manager (or other nominated supervisor) |
| 6. | To observe health and safety and security requirements. |
| 7. | To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school. |

| Supervision and Management |
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| The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits |

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures, policies and approved methods and under the supervision of the catering manager or cook.

Key Contacts And Relationships

The jobholder has contact with pupils, during the lunch period. There will also be an exchange of information with teachers and other staff

Decision Making

The jobholder is expected to follow school procedures, health and safety etc, and instructions from the catering manager or cook

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security

Work Demands

The jobholder is based in a kitchen and dining hall, working with children and hot food. Lifting and cleaning is involved.

Knowledge and Skills

No formal qualifications or previous experience is required. Initial training will be provided within the induction period and further training provided thereafter, as required.