

## WOODHAM ACADEMY

### JOB DESCRIPTION – LUNCHTIME ASSISTANT

**Hours:** 8.75 hours per week term time only

**Job purpose:** The post holder will work under the guidance of the Catering Manager to supervise students at lunch and break times, prepare basic food, ready the dining halls and kitchen area for service, clean tables and dining halls, operate tills and assist generally in the effective running of dining areas and the kitchen

**Responsible to:** Catering Manager

#### MAIN DUTIES & RESPONSIBILITIES

- To supervise students inside the dining areas in accordance with the instructions of the Catering Manager.
- To supervise in any other additional as directed by the Catering Manager
- To provide positive and firm control by implementing the college behaviour policy.
- To demonstrate and promote the same positive values, attitudes and behaviour that are expected from students.
- To encourage students' healthy eating.
- To clean tables, floor surfaces and litter pick during and immediately after lunchtimes to ensure that the school is left in a tidy condition.
- To assist in the preparation of cooking and serving of food and beverages.
- To prepare the service areas and equipment in the dining rooms for the efficient and effective service of meals.
- To wash dishes, cutlery, glasses, jugs, serving utensils, containers, tables and all other catering equipment in the dining areas.
- To provide hospitality catering as directed by the Catering Manager.
- To operate the tills
- To ensure that students queue for lunch in an orderly and safe manner.
- To prepare the dining areas for lunch either in the setting up of the areas or in the preparation of food/tills/points of sale as directed by the Catering Manager.

- To deal with any immediate problems or emergencies according to the college's policies and procedures including Child Protection Policy.
- To respect confidential issues linked to home/students/staff/college work and to keep confidences as appropriate.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:-
- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction, Health & Safety and Food Hygiene regulations standards.

<p>Woodham is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
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The post is subject to enhanced disclosure, the successful applicant will be subject to relevant vetting checks before an offer of appointment is made.

Signed ..... Date.....