



**Children & Young People's Service**

***The Ribblesdale Federation of Schools***

**JOB DESCRIPTION**

<b>POST: Dining Room Assistant</b>	
GRADE: Grade A/B	
RESPONSIBLE TO: Executive Headteacher	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 8
<b>JOB PURPOSE:</b>	To assist the cook in delivering an efficient catering service operating to high standards of food safety
<b>JOB CONTEXT:</b>	The post holder will carry out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to the children and staff, washing up and cleaning the kitchen and dining room.
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Putting out dining furniture and cleaning them before putting away after service</li> <li>• Basic food preparation may include slicing bread and preparing fruit.</li> <li>• Serving meals to children school staff and visitors</li> <li>• Carrying out cleaning and washing up duties</li> <li>• Sweeping and mopping floors</li> <li>• Removing waste and rubbish to the designated area</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Oral and written communication with the cook in the production kitchen</li> <li>• Oral communication with the Headteacher and Senior Leadership Team with regard to premises/ issues for example food safety or potential hazards</li> <li>• Promoting the catering service to parents and children</li> <li>• Engage with children and adults at service times</li> <li>• Encouraging children to develop good dietary habits</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Use services such as gas, electricity and water efficiently</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Participate in the school's performance management scheme.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> <li>• The Food Safety Management System</li> <li>• The COSHH Manual</li> <li>• The Risk Management Manual</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of the children you come into contact with</li> </ul>

Data Protection	<ul style="list-style-type: none"> <li>To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	

## PERSON SPECIFICATION

### JOB TITLE: Dining Room Assistant

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge and appreciation of the importance of developing good dietary habits.</li> <li>• Knowing and understanding the importance of good personal hygiene.</li> <li>• Be aware of and implement Health &amp; Safety responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1 Food Safety</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Working in a catering establishment in a similar role</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties</li> <li>• Be reliable, dependable and have a smart and tidy appearance</li> <li>• Demonstrate good interpersonal skills and be able to work as part of a team</li> <li>• Time management</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• To be committed to the school's policies and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.</li> <li>• To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Behaviours</b></p>	<p><a href="#">Link</a></p>