

School Meals Catering Assistant

Department: Children, Young People, Education and Skills

Section: Education

Reports to: Head Teacher

JE Ref: CYP1137

Grade: MW03

JE Date: 06/06/2023

Job purpose

To assist in heating hot lunches for pupils ensuring that the highest standards of hygiene are and cleanliness are maintained at all times.

Job specific outcomes

- Clearing and washing all crockery, utensils and catering equipment used ensuring a high standard of cleanliness is maintained at all times.
- Assist in the preparation of hot lunches ensuring that deadlines are achieved and high hygiene standards are maintained.
- Setting and clearing of tables in the lunch hall and serving plated hot meals.
- Carry out routine cleaning cycles of cookers, refrigerators, freezers, cupboards and other equipment maintaining high standards.
- Wipe down all tables, all work services and kitchen areas ensuring that all areas are ready for use after the lunch time service and up to the required standard.
- Take responsibility for receiving, storing and reheating pre-cooked school meals using the appropriate equipment and in accordance with food safety procedures.

Statutory responsibilities

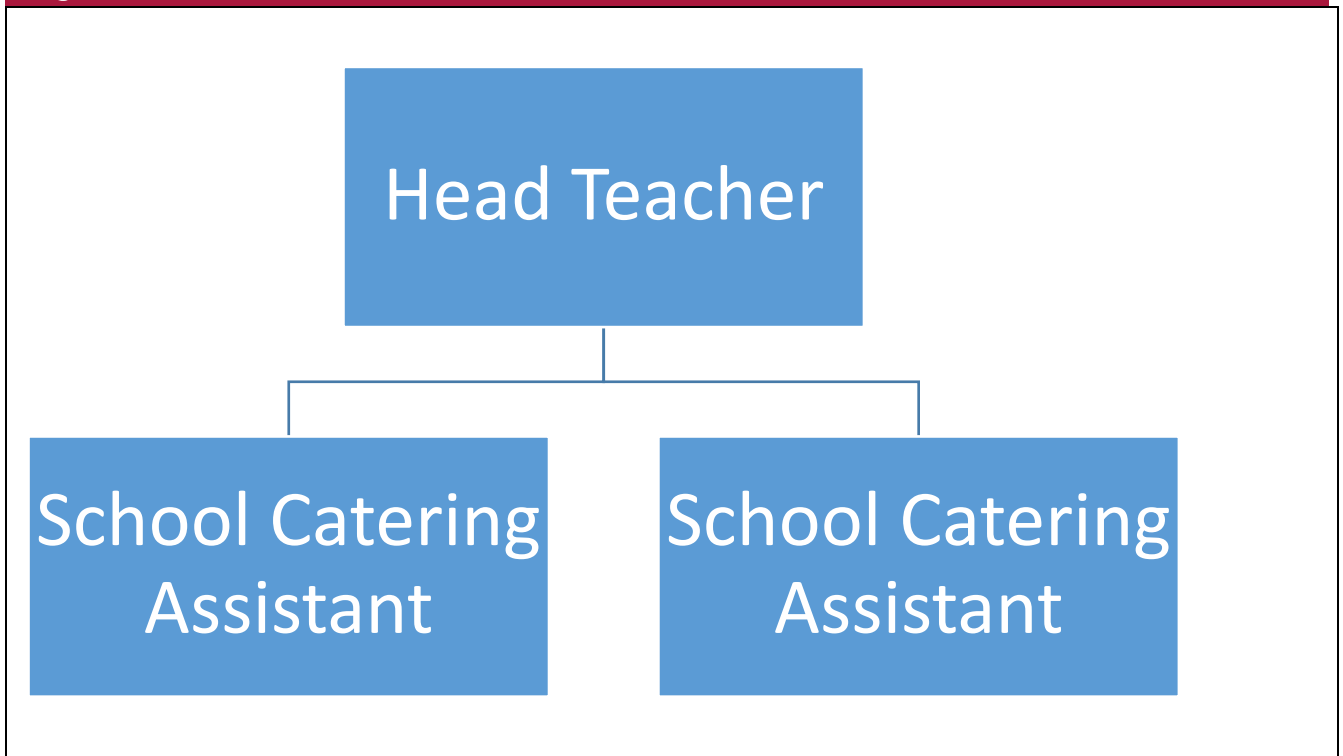
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Fundamentals of food hygiene certificate</p> <p>Basic principles of first aid</p>	
<p>Knowledge This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Knowledge of basic first aid and the principle of health and safety.</p> <p>Knowledge of safeguarding and child protection issues.</p>	
<p>Technical / Work-based Skills This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>		
<p>General Skills/Attributes This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<p>High personnel standards of cleanliness and hygiene.</p> <p>Flexibility and good interpersonal skills.</p>	
<p>Experience This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>		<p>Experience of working with children and young people</p>

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.