Milton Keynes Council – Role Profile

Role Title: **Catering Assistant L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0811**

Grade:

Purpose of job
To take responsibility for the safe, effective and efficient operation of all activities within the preparation and serving areas, including overseeing the unpacking, regenerating and serving of food and beverages

Key Objectives

1	Oversee and undertake the unpacking, regenerating and serving of food and beverages
2	Organise and manage the work of other regenerating and unpacking staff, including ensuring they have been adequately trained.
3	Demonstrate and assist others in safe and effective use of specialist equipment/materials
4	Maintain high standards of food hygiene and cleanliness in the preparation and serving areas in accordance with Health and Safety, food hygiene and COSHH regulations at all times
5	Ensure effective portion control and minimise wastage
6	Assist with the moving and setting up of dining furniture

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope
- Some day to day allocation of work to other catering staff
- May be required to handle cash
- Standing for periods of time whilst unpacking, regenerating, serving food, involves carrying weights, such as food containers.

- Work is in dining/ catering area where conditions may be noisy and uncomfortable.

Work Profile

- Operate food regenerating equipment.
- May be required to undertake cashier duties and reconcile cash
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.