

JOB DESCRIPTION

Job Title:	Catering and Welfare Assistant
Reporting to (job title):	Catering Manager and Welfare Supervisor
Hours of work:	15 hours per week, TTO + 1 week insets
Location:	Thames Primary Academy and Nursery
Grade:	NJC Grade A SCP 2

Main Purpose/Responsibility

To support the catering team at lunchtimes.
To supervise pupils at lunchtime.
To actively support and model the ethos and aims of Thames Primary Academy and AtC Trust.

Main Duties

The below duties are to be carried out at any one of the Trust sites, or at any of the Schools the trust may support.

Food preparation

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain the School's food standards, and work with the Catering Manager to improve where possible.
- Ensure the food safety of pupils with particular and special diets.

Health and safety

- Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
- Maintain a high standard of personal cleanliness and hygiene.
- Carry out a deep clean as directed by the Catering Manager.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Catering Manager.
- Cooperate with the employer on all issues relating to health, safety and welfare.

Food Service

- Serve staff, pupils and visitors at service time to the required standard and promote a warm,

friendly atmosphere.

- Help staff to supervise and look after pupils in the dining hall ensuring good order and discipline in accordance with School policies.

General

- Assist in the production and service of food & beverages for special functions, as required.
- Attend meetings and training courses as required for personal and professional development.
- Undertake such other work as may be requested by the Catering Manager up to or at a level consistent with the principal duties and responsibilities of the role.

And if called upon to support the Welfare Team:

- Supervise pupils' play activities during their lunchtime
- Organise and clean play equipment, ensuring safe storage
- Maintain standards of behaviour that comply with the school behaviour policy
- Supervise the transition of pupils from internal to external areas
- Prepare games and activities
- Carry out general First Aid duties and attend training as required
- Demonstrate own duties to new or less experienced staff

As a member of staff at Thames Primary Academy and Nursery:

- Conduct all activities in a professional manner at all times
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality
- Maintain confidentiality and adhere to safeguarding procedures
- Any other duties commensurate with the role

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.