Location: Nascot Wood Infant and Nursery School

Pay Grade: HA

Purpose of the Role: To serve food to the children and ensure the kitchen and dining room are kept clean at all times

**Responsibilities:**

* Setting up the dining hall and kitchen in preparation for lunch service.
* Counter service at lunchtime
* Washing up of cooking equipment and children’s lunch trays/cutlery
* Operating dishwasher
* Kitchen cleaning to include fridges
* Sweeping and mopping the floor in the kitchen and dining room
* Emptying bins when required
* Ensuring all hygiene, health and safety standards are met
* Work under the direction of the chefs and Kitchen Supervisor
* Additional duties, commensurate with the post’s grade and responsibility, may be added

|  |  |
| --- | --- |
| **Knowledge**  Health and Safety  Level 2 Food hygiene  Level 1 Safeguarding / Awareness of keeping children safe  Understanding of the Schools Ethos, Vision and Values  Light Manual Handling | **Competencies**  Communication  Team working  Active listening  Sensitivity  Initiative |

**Equalities**

Be aware of and ensure that the school’s equality and diversity policies are followed

**Safeguarding/Health and Safety**

Be aware of and comply with policies relating to child protection, health and safety, food safety, confidentiality and data protection. Ensure all concerns are reported to an appropriate person.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

All new recruits to the school within this grade are subject to a 6-month probationary period which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

Signed: (Post holder) Date: