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**Job Description**

**Details of Post**

* Title: Catering Assistant/Export Driver (Level 1)
* School/ Federation/Academy/Trust: Harris Gough Federation
* Reporting to: Federation Business Manager
* Main Workplace: Myddle Primary School
* Post Number:
* Grade and SCP: Grade 2 (SCP 3)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements*

**Purpose of Post**

The postholder will be responsible for collecting all necessary items and meals from Baschurch School kitchen and transporting them to Myddle School. At Myddle School you will be responsible for setting up, loading the hot trolley and serving the children. Followed by bringing everything back to Baschurch kitchen to be washed up.

**Principal Duties and Responsibilities**

1. **Operational Tasks**

* Collect the meals and utensils from Baschurch kitchen
* Transport the meals and equipment to Myddle Primary School using your own vehicle.
* Mileage 3.5 miles each way for which you will be reimbursed.
* Transport the food thermal boxes and equipment using the trolley provided.
* Set up the hot trolley for serving lunches and salad and dessert table.
* Ensure food temperatures are taken and recorded.
* Serve the lunches to children & staff. Encourage pupils to try new food and have a healthy diet.
* Be aware of any children with food allergies/intolerances
* After lunch pack away the equipment and utensils.
* Clean the hot trolley and service area
* Return equipment and dishes to Baschurch Primary and assist where appropriate.
* Attend training courses.

Maintenance of hygiene;

* Ensure tasks are carried out in line with Food Hygiene and Health & Safety Legislation.
* Ensure that clean and dirty processes are kept separate and ensure the safe storage of food provisions and equipment.

Working Environment

Based within a school commercial kitchen- adverse to hot conditions in the summer and cold in the winter due to the opening and closing of doors. Will need to handle hot and cold food.

Physical Demands

* The post holder will be standing and driving
* The post holder is subject to a variety of physical demands including pushing and moving mobile food trolleys, other trolleys to service points plus clearing and cleaning the hot trolley are servery area.

1. **Resources Tasks**

* Ensure the maintenance of a clean and orderly working environment.
* Timely and accurate preparation of routine equipment /resources / materials as set out in instructions.
* Undertake basic record keeping as directed.
* Refill and replace consumables.
* Report faulty equipment and other maintenance requirements to appropriate person.
* Comply with school security arrangements i.e. securing entrances / exits as appropriate and reporting potential security breaches.
* Ensure lights and other equipment is switched off as appropriate.

1. **Organisation Tasks**

* Monitor and arrange orderly and secure storage of supplies.
* Daily check for quality/safety e.g. routine visual checks of equipment.
* Operation of everyday equipment in accordance with instructions.

# Other Responsibilities

* 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.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.

1. **Safeguarding**

* Be aware of and comply with safeguarding responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

1. **Data Protection and other statutory responsibilities**

* Be aware of and comply with data protection responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

1. **Other Duties**

* Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

1. **Review and Signatures**

* This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. The duties detailed within this document are illustrative and you will be expected to undertake reasonable additional duties when requested. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Job Description and Personal Specification agreed by:**

**Post holder: …………………………………………………………….**

**Signed: …………………………………………………………………… Date: …………………….**

**Name of line manager: ………………………………………………..**

**Signed: …………………………………………………………………… Date: …………………….**