



## Job Description

<b>Job-title:</b>	Food Service Assistant based at Mid Suffolk Schools
<b>Hours:</b>	Hours and times worked according to the needs of the school
<b>Grading/Salary:</b>	Grade 1 (spine point 2) this post will be pro-rata based on the full time equivalent £23,656 per annum
<b>Accountable to:</b>	Operations and Facilities Manager through the Head of Kitchen

*The John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

### PROFESSIONAL DUTIES

All staff employed within John Milton Academy Trust are required to support the culture and ethos of Trust schools as directed by the Chief Executive Officer.

All staff, including Food Service Assistants, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Trust and school Handbooks, and are expected to adhere to, and actively support, all Trust and school policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training.

### CORE PURPOSE

- To support the ethos and culture of the Trust as defined by the Chief Executive Office;
- To assist the Head of Kitchen with the efficient and effective running of the schools catering service;
- To work as part of the catering team undertaking a range of tasks to ensure the delivery of school meal requirements.

**Note:** This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school or Trust.



**Bacton**  
Primary School



**Cedars Park**  
Primary School



**Mendlesham**  
Primary School



**Stowupland**  
High School



**The John Milton**  
**Sixth Form**  
AT STOWUPLAND HIGH SCHOOL

## PRINCIPAL RESPONSIBILITIES AND TASKS

### Planning & Organisation

- Assist the Head of Kitchen with daily and weekly food preparation tasks to ensure work is undertaken and delivered to agreed service requirements
- Participate in daily and weekly cleaning tasks to meet agreed service requirements
- Highlight any training needs or concerns to the Head of Kitchen
- Follow all required procedures as instructed by the Head of Kitchen or Operations and Facilities Manager

### Operational Responsibilities

- Prepare, cook or take responsibility for a particular item/station as directed by the Head of Kitchen
- Organise counter displays
- Check food temperatures before and during service times
- Restock ambient products across multiple service points
- Assist in the serving of meals and operation of the cashless till system
- Collect and dispose of waste food and materials
- Wash-up or clean all items of crockery, cutlery, cooking utensils, equipment, etc. in accordance with Catering policies, reporting any faults or defects to the Head of Kitchen
- Undertake cleaning tasks as directed by the Head of Kitchen

### Health and Safety

- Comply with all aspects of the Food Management System, Health and Safety Policy, COSHH regulations and other local procedures
- Operate kitchen equipment in a safe manner at all times
- Help ensure the kitchen and servery areas are clean and free from hazards
- Maintain high standards of personnel hygiene and appearance

### Teamwork and Relationships

- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with learners, colleagues, staff, parents and visitors to the school
- Establish good working relationships with other team members
- Understand and meet the school's catering requirements
- Willingly contribute to the overall team, school and Trust objectives, responding quickly to any changes and new requirements
- Ensure absolute confidentiality and exercise discretion with regard to staff and learner information and the school and Trust's business at all times
- Act as an ambassador for the school and Trust within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

All duties will be carried out within the schools recognised procedures or guidelines, and may include ad hoc duties, which require some initiative. You will make day-to-day decisions about your own workload, within a

clear framework. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgmental, creative and development skills. You may oversee the work of others. Problems will be referred to your line-manager, who will be available for direction and guidance.

## Person Specification

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience of food preparation and/or kitchen support role</li> </ul>	<ul style="list-style-type: none"> <li>• Previous School catering experience</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>• Good standard of general education / literacy and numeracy skills</li> <li>• Health and Hygiene certificate or willingness to undertake training</li> <li>• A willingness to undertake Health and Safety training</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 in Food Hygiene</li> <li>• Good knowledge of Health &amp; Safety procedures</li> <li>• Confident with ICT</li> <li>• Ability to travel to Trust sites</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Ability to communicate clearly at all levels with colleagues and learners</li> <li>• Ability to establish and maintain good working relationships with a wide range of people</li> <li>• Ability to work as part of a team</li> <li>• Ability to work on own initiative</li> <li>• Ability to prioritise work and coordinate with other colleagues to meet deadlines</li> <li>• Flexibility to deal with unexpected and varied requests</li> <li>• Good hand/eye coordination and an ability to use a range of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Recipe development</li> <li>• Working knowledge of allergens</li> </ul>
Other	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and welfare of all pupils</li> <li>• An understanding of the confidentiality required by the post</li> </ul>	
Disposition and Attitude	<ul style="list-style-type: none"> <li>• A customer-focused approach</li> <li>• A “can do” attitude with the ability to propose solutions to a wide range of tasks</li> </ul>	