

## THE RISE TRUST

### Job Description for Catering and Lunchtime Support Assistant



**Reports to:** Manager for Early Years & Young People's Services

**Main Purpose:** Preparation and service of food for the RISE Trust

**Main Activity:** Catering and Lunchtime Support Assistant

- Preparation and cooking of main courses, sweets and sauces
- Planning of menus in order to meet the Early Years Foundation Stage welfare requirements for food and drink (2017)
- Serving food in an efficient, friendly manner and engaging with the children in the process
- Washing up kitchen equipment, tableware and tea towels
- Setting out and putting away dining furniture
- Cleaning dining area and kitchen premises
- Cleaning kitchen equipment / Dishwasher / Cooker

### Hygiene and Safety

- To be aware of the need for good hygiene practices and ensure high standards of personal hygiene.
- Ensure high standards of kitchen hygiene in the preparation and service of food
- Ensure high standards of cleanliness of equipment and premises
- To be familiar with and carry out the Safety Policy of the Trust as set out in the RISE Trust Health and Safety Policy.

### Other Duties

- Any other relevant duties as required for the efficient running of the kitchen or for the requirements of special catering for events etc.
- Transportation of cooked food to other EEC locations.
- To provide daily lunch cover in the Early Excellence Centre(s) attached to the work setting. For the duration of this cover, the catering assistant will be treated as lunch support and will act accordingly and take instructions from the Setting Manager.
- To be familiar with policies and practices relating to the care of children in the Early Excellence Centre(s).

### **Post available**

- Catering and Lunchtime Support Assistant - £8.14 / hour.
- This post is based in Chippenham commencing 1 September 2018.
- Hours: 22.5 per week (9.00 - 13.30) Monday, Tuesday Wednesday, Thursday, Friday, however on occasions you may be required to work overtime or vary your hours in order to cover for staff lunches or absent colleagues.
- **Closing date – 12 noon, Thursday 21<sup>st</sup> June 2018.**
- We will contact the shortlisted candidates by: **5pm, Friday 22 June 2018**
- Interviews will be held on: **The afternoon of Wednesday 27<sup>th</sup> June 2018**

### **Person Specification for Catering and Lunchtime Support Assistant**

**Experience:** Some experience of serving of food within a catering operation (e.g. at a school, factory or restaurant).  
Awareness of Allergies  
Face to face, experience of dealing with people

**Qualifications or training:** Must possess a valid Food Hygiene qualification, or be willing to train for one

**Practical Skills:** Able to follow instructions, i.e. menus, recipes, guidelines, Codes of Practice (Please refer to the Health & Safety Policy).  
Able to use general catering equipment, safely and correctly.  
Use of own car

**Personal Qualities and Attributes:** Able to adhere to the RISE Trust personal hygiene standards.  
Polite, courteous and friendly towards clients and colleagues.  
Willing and capable to be flexible and adjust to various work place duties and hours  
Willing and able to undertake further training particularly in relation to working with young children  
Able to take pressure, responding to client's needs and complaints  
Capable of moderate physical activity, i.e. lifting saucepans, standing for long periods  
Capable and willing to work on own initiative

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates***