



# Job Description

<b>School</b>	<b>Bradstow School</b>
<b>Post Held</b>	<b>Pantry Assistant</b>
<b>Salary Scale</b>	<b>Scale 1B</b>
<b>Hours:</b>	<b>17.5 hours per week, Term time only</b>
<b>To Whom Responsible</b>	<b>Catering and Housekeeping Manager</b>

## **Aim of the Post**

To provide lunchtime catering service to the school In addition, the Postholder will be required to commit to an additional two weeks respite care work, if required, for which additional payment will be made.

## **Duties Comprise:**

- Ensuring that the pantry area is maintained to a high standard of cleanliness and in line with Food Safety Regulations.
- Preparing the pantry for the distribution of meals to the classes by preparing the class trolleys and ensuring there is a good supply of fruit and yoghurt available.
- Assisting the classes with any additional request during the lunchtime service.
- Assisting the kitchen with the washing up.
- Providing beverages for visitors upon request.
- Monitoring food being returned to pantry from lunch and feedback to the kitchen.
- Committing to training, induction and continuous professional development.
- Working if required up to a maximum of two weeks for the school's short term break provision for which extra payment would be paid.

- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*



# Person Specification

## Qualifications and Experience

1. Possession of a current Food Handling & Hygiene certificate or a willingness to acquire one.

## Knowledge

2. An understanding of, and ability to work within the guidelines of the Council's Health & Safety policy.
3. An understanding of, and a commitment to the Council's Equal Opportunities Policy.

## Abilities and Skills

4. Ability to carry out verbal instructions.
5. Ability to follow simple written instructions.
6. Ability to work as part of a team to ensure smooth running of department.
7. Ability to work under own initiative within a strict time limit.
8. Ability to maintain adequate stock control procedures.

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*