



Job Description & Person Specification

Lunch Site support

Line Manager: Headteacher

Job Purpose

To provide a high standard of hygiene and cleanliness throughout the school.

The school lunch person will help prepare and serve lunch to staff and students. This could be across any of the Wessex Lodge sites.

Place food orders and audit of supplies.

Ensure Health and Safety regulations are met, adhering to all company and, food and hygiene legislation.

Additional regular and one-off cleaning tasks and duties as directed by their supervisor/line manager will also be required.

Working Time

- Working hours to be discussed at interview.
- From 15 hours per week, 39 weeks per year
- Flexibility to work across any of the Wessex Lodge sites, as and when directed

Areas of Responsibilities & Key Tasks

Lunch Site support

- To ensure compliance with Food Safety and Health & Safety Legislation
- To ensure that protective clothing is worn as and when required.
- To prepare and serve breaktime and lunchtime food for staff and students
- Maintain supply requirements and stock levels
- Be responsible for ensuring the cleanliness and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Ensure Health & Safety, quality and general procedure compliance
- Work to meet standards and school objectives
- Report any Health and Safety issues to the Site Manager and Health and Safety Officer
- To attend any of the job training sessions as required
- To administer first aid in the case of a minor accident acting on the advice of the registered first-aider.
- To follow the school's absence policy in the case of absence due to illness
- To liaise with the line manager in dealing with problems and any other matters of concern
- To contribute as a member of a team to the ethos and environment of the school
- To adhere to need for confidentiality at all times
- To perform such other duties as reasonably requested by the Senior Leadership Team.

Pupil Care & Welfare

- Be aware and ensure that allergy information is adhered to support staff and students.
- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be aware of, and comply with, current policies and procedures relating to child protection; health & safety; confidentiality and data protection, reporting all concerns to the appropriate person;
- Have a commitment to collaboration and co-operative working where appropriate;

Essential

- Some knowledge of Health & Safety Regulations.



- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of food safety regulations
- Knowledge of cleaning best practises.
- Good standard of personal hygiene
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with children & young people
- Resilience
- Ability to work on own initiative
- Willing to undertake training
- Ability to prioritise tasks

Personal Attributes

- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting
- Work as part of a team
- Flexible and adaptable to the schools needs.

Skills

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations