

| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |
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| <b>Title</b><br>Dining Room Assistant<br>Tier 7 front line role (Grade 1 – SCP 4 to 8)                                                                                                                                                                                                                                                                                                                                                                            | <b>Department</b><br>Place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Post Ref</b><br>C&FM |
| <b>Job Purpose</b><br>To assist the senior dining room assistant with the preparation, cooking and serving of the school meal as required.                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |
| <b>Key Responsibilities</b> <ul style="list-style-type: none"><li>Assisting in the general duties involved in the service of the school meal.</li><li>Assisting in the cleaning and preparation of the dining area, including the moving of furniture where required.</li><li>To maintain hygiene and safety regulations for yourself and the kitchen.</li><li>To assist with any other catering requirements of the school other than the school meal.</li></ul> | <b>Key Accountabilities</b> <ul style="list-style-type: none"><li>To assist in the service of the school meal.</li><li>To have an understanding of and commitment to the County Council’s Equal Opportunities Policy.</li><li>This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes of a permanent nature will, following consultation with the employee, be included in the job description in specific terms and re-issued to you.</li></ul> |                         |
| The post holder will perform any duty or task that is appropriate for the role described.                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |

| <b>Person Specification</b>                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Education and Knowledge</b> <ul style="list-style-type: none"><li>• Basic Food Hygiene certificate.</li><li>• Basic numeracy.</li><li>• Basic literacy.</li><li>• Knowledge of hygiene regulations, management of health &amp; safety and nutritional food standards.</li></ul>                                                 | <b>Personal Skills and General Competencies</b> <ul style="list-style-type: none"><li>• Puts into practice the Council’s commitment to excellent customer care.</li><li>• Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li><li>• Works well with colleagues but also able to work on their own initiative.</li><li>• Shares the Council’s commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.</li></ul> |
| <b>Experience</b> <ul style="list-style-type: none"><li>• Friendly and helpful disposition.</li><li>• A high level of personal cleanliness.</li><li>• Ability to work effectively within a team.</li><li>• Willingness to undertake training.</li><li>• Physically able to arrange dining room facilities when required.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Role Dimensions</b> <ul style="list-style-type: none"><li>• Direct reports – none.</li></ul>                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |