

Job Description		
<b>Title</b> Dining Room Assistant Grade 1 – SCP 4 to 8	<b>Department</b> Environment & Resources	<b>Post Ref</b> CCL/C&FM
<b>Job Purpose</b> 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>	
<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>	