

# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

<b>JOB TITLE:</b>	Senior Dining Room Assistant		
<b>GRADE:</b> <b>JOB CODE:</b>	G4 SDRA01: JE Check 14/12/2021	<b>SERVICE AREA:</b>	Integrated facilities management
<b>REPORTS TO:</b>	Unit Supervisor or Regional co-ordinator	<b>LOCATION:</b>	Various –Site specific
<b>SPECIAL CONDITIONS:</b>	<p>Term time only –All annual leave must be taken in school holidays. Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</p> <p>Involvement in the Emergency feeding plan as and when required. This position also requires adherence to a number of departmental Local arrangements with relation to annual leave, unpaid leave and premise closure and also an additional mobility clause for all catering employees.</p> <p>To communicate verbally with customers and provide advice and/ or information in accurate spoken English.</p> <p>Ability to use online systems and Microsoft Office programmes e.g for the purpose of submitting time sheets.</p>		

## 1. Main purpose of the job role:

To manage a dining centre in the day to day provision of quality catering services within a school location in a safe and hygienic manner, and to undertake various duties in the kitchen and dining room.

## 2. Role specific duties and accountabilities:

- Undertake the basic day to day running of your dining centre complying with Food Safety legislation at all times.
- Liaise with your Unit Supervisor to ensure a quality service provision.
- Liaise with your Head teacher or their deputies when required.
- Complete any paperwork required by your Unit Supervisor to ensure an efficient service delivery.
- Actively promote the service including healthy eating.
- Undertake the laying out and clearance of tables and chairs in the dining room, before and after service.
- Undertake the serving of meals.
- Carry out Cash collection if required including necessary paperwork and handling late payments.

- Undertake general cleaning duties within the unit in a safe and efficient manner, including : General tidying, sweeping and mopping of floors, cleaning of gullies, equipment, floors, hot cupboards, sinks, toilets, sluices, servery, dining room tables and chairs and general laundry.
- Use and store all cleaning equipment and cleaning materials in a safe, efficient and economical manner.
- Assist with the transportation of meals from your production kitchen.
- Assist in the preparation and / or serving of food and beverages for Inset days.
- Promote and comply with the Council's Equal Opportunities Policy at all times, treating all pupils and adults in an equal manner, and giving consideration to their cultural values.
- Observe and comply with all Health and Safety and Fire Regulations and procedures as laid down in the Health and safety at Work Act and Council policies at all times.
- Involvement in the Emergency Feeding Programme as and when required.
- Undertake any relevant training that is deemed necessary, particularly with regard to Health and Safety and Basic Food Hygiene. Please note it is a legal requirement that every food handler undergoes the Essential Food Hygiene Certificate Training course.
- Complete and sign timesheets and attendance registers and other records as required.
- Reporting of any items of concern to the Unit Supervisor i.e. health and safety issues.
- Undertake any other duties relevant to the grade of the post as reasonably requested by the Unit Supervisor/Mobile Supervisor/Regional co-ordinator.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE</b> Senior Dining Room Assistant		<b>GRADE</b> G4	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		I	3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)			
1. Have excellent knowledge of catering within a large catering environment		A	3
2. Have good understanding of the new food standards		I	2
3. Have excellent understanding of stock control		I	3
4. Demonstrate by experience the ability to lead and direct staff		A/I	2
5. Ability to deal calmly with problems, complaints etc		I	2
6. Have a sound knowledge of the principles of Food Safety		A/I	3
7. Demonstrate a detailed understanding of HACCP		I	2
8. Have a sound knowledge of Health & Safety issues		I	3
9. Have a caring and pleasant manner to deal with a wide range of customers.		I	2
10. Be of clean and smart appearance		I	3
11. Must be able to attend all relevant training courses		I	2
12. Must have sound knowledge of personal hygiene		I	3
13. Must be prepared to move location to meet business demands		I	2
14. Demonstrate the principles of healthy eating and promoting it		I	3
15. Ability to work proactively and make own decisions.		I	3
16. An awareness of and commitment to Equality of opportunity		I	3

Willing to undertake training, relevant qualifications and continuous professional development activities as required	I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Previous experience in a large catering environment.	A/I	3
Ability to demonstrate relevant experience in catering, menu development and directing staff.	A	
Evidence of continuous professional development (where applicable)		
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
To hold Essential Food Hygiene Certificate.	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	J Burns/S Yates/C Smith	<b>Date:</b> 26/5/22