

First Steps (Bath)
Lunch Time Assistant
Support Grade, Spinal Points 14

Job Purpose

To ensure that pre prepared meals are set out for children in an appealing and timely way following all health, safety, and hygiene guidelines. To work in an anti-discriminatory and inclusive environment and ensure that the children receive the correct meals to meet their dietary needs.

Job Description – Main Duties

To check temperature of food on arrival, record, and report appropriately.

To transfer food to serving dishes and lay up plates and cutlery, cups, and water for lunch.

To wash up serving dishes, plates, and cups, clean the kitchen and remove rubbish.

To maintain hygiene in the kitchen and ensure the kitchen complies with the requirements of environmental health.

To maintain stock control in the kitchen

To set out snack for children

To ensure dishwasher machine is correctly maintained.

To inform the Children's Services Manager if appliances or equipment need maintenance or repair.

To wash tea towels, aprons, and other linen

To attend food hygiene courses and other staff training as required.

This is not an exhaustive list, and the post holder may be required to undertake other duties commensurate with the grade.

Reporting to: Children's Services Manager

Based at: Any site managed by First Steps (Bath)

Personal Specification Experience:

- Experience of maintaining a hygienic environment
- Experience of serving meals in a busy environment
- Experience of following processes

Qualifications:

- Level 1 Food Safety, training can be given.

Skills:

- Ability to use kitchen and cleaning equipment.
- Good organisational skills
- Ability to manage own time effectively.
- Good communication skills, able relate well to people of all ages and abilities.
- To be able to handle information securely and confidentially Understanding of developmental needs of growing children.

Knowledge

- Knowledge of and ability to follow, the requirements of 'Safer Food, Better business' guidance.

Personal Qualities.

- High Standard of personal hygiene
- To have a positive attitude
- Commitment to working in partnership with families, in line with anti-discriminatory and inclusive practice.
- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality and child protection.

General.

Enhanced DBS checks required.

Effective date: September 2022

Reviewed May 2023

