



## **Job Description: Lunchtime Servery Assistant**

**Reporting to:** Assistant Chef Manager  
**Start Date:** ASAP  
**Hours:** 10 hours per week – Term Time Only (12:00pm -2:00pm)  
**Salary:** Grade 1 - £6,248-£6,290 per annum

### **Summary**

To assist the Chef Manager and Catering team with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the academy's serving and kitchen area.

### **Responsibilities**

- To set up the serving and dining areas as directed by the Chef Manager
- To serve food to students and staff and provide a helpful service at all times
- To work as part of a team to ensure that all service requirements are met
- To prepare and deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required.
- To record food temperatures and labelling of stock items in accordance with procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation.
- To keep the equipment, serving counters and dining hall clean and tidy at all times
- To carry out washing up and cleaning tasks, including cleaning equipment and machinery
- To take part in deep cleans of the kitchen, food storage, serving and dining areas of the academy, as directed by the Chef Manager.

### **Qualification Criteria**

- Right to work in the UK
- Relevant Health & Safety and Food Hygiene qualifications.
- A good standard of basic literacy and numeracy qualification (Essential)

### **Experience**

- Experience of catering preferable.
- Experience of working with children preferred.

### **Personal Characteristics**

- Hard working, conscientious and organised.
- Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
- Good role model for both students and staff, with high expectations for self and others
- Genuine interest in and willingness to help children to learn how to eat healthily



## Other

- To operate the cashless till, as required.
- To undertake Fire Marshal duties and First Aid, as required
- You may from time to time be required to support academy events eg Summer Fair, therefore flexibility is essential.
- To attend Academy Inset days to undertake relevant training – 8am until 4pm.
- Commitment to the safeguarding and welfare of all pupils
- Undertake other various responsibilities as directed by the Principal or Vice Principal – Business & Community.
- This job description is subject to change with the agreement of the post holder.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).