Sandwich Technology School



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| **Role Title** | Food Service Assistant |
| **Job Purpose** | Help prepare food for school meals under the guidance of the Restaurant Manager. |
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| **Principal Accountabilities** | * To help with the preparation of school meals * To ensure compliance with health and safety policies * To serve meals to staff and students * To clear away and clean up workstations and the kitchen environment. |
| **Competencies** | * Reliability * Excellent verbal communication skills and ability to communicate in a clear and professional manner. * Ability to prioritise own workload * Professional personal presentation * Team player * Ability to perform tasks with minimum supervision and work on own initiative. |
| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. |
| **Standards and Quality Assurance** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Uphold the school's behaviour code and uniform regulations * Participate in appropriate staff training * Attend relevant team and staff meetings |

The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation.  This job description does not form part of the contract of employment.

You must also uphold the highest standards in respect of Child Protection.

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**Name:**

**Date Appointed:**

**Pay Scale: National Living Wage**

**Line Manager: Restaurant Manager**

**Performance Manager: Kevin Douglas**

**Signed:**

**Date:**