

Job Description - Dining room assistant

Start Date: September 2026

Hours: 11.00am – 2.30pm Monday to Friday, 38 weeks per year

Scale 1 full time equivalent £28,221 – pro rata £11,203.74 pa

Accountable to: School Business Manager

Purpose of Job: The Kitchen Assistant is responsible for being an active part of the lunch service team, providing the lunch service to pupils and staff of St. Andrew's. Ensuring pupils are adequately assisted and accommodated in a clean, pleasant environment during their lunch break whilst maintaining good order and discipline in line with the school behavior plan. Also assisting with the cleaning and ensuring lunch equipment (tables, benches, trays, cutlery etc.) is stowed away correctly after lunch break has ended.

They will support the Christian values of the school by having a supportive and sympathetic understanding of the ethos and aims of the school

Duties & Responsibilities:

Preparation for lunch service

- Turn on hot counter, salad bar and dishwasher
- Take delivery of food in transport boxes
- Store food in correct area, hot plate, salad bar, fridge, freezer
- Check food temperature and record
- Prepare fresh bread selection and put in bread basket for service counter
- Prepare fresh fruit for counter
- Cut up any salad required
- Count plates and put up ready for service
- Check menu and ensure the correct service utensils are ready for use
- Put all prepared salads into the salad bar

Lunch Service:

- Serve hot meals to pupils and staff
- Serve salad to pupils
- Always encourage and praise healthy meal choices
- Ensure all menu items are available at the hot counter and salad bar
- At all times talk to the pupils kindly, but firmly if required, always showing respect
- During any break in service clean trays and operate dishwasher

After Lunch Service

- clear hot counter and store/dispose of items as required
- clear salad bar and store /dispose of items as required
- Operate dishwasher, loading with dirty crockery cutlery and beakers, remove clean, dry and put away.
- Carry out weekly cleaning tasks (as cleaning schedule)
- Empty all bins
- Sweep & mop kitchen/hall floor
- Assist with putting away tables and benches
- At all times comply with food hygiene and health and safety regulations

Other duties:

Complete a daily report for the foods supplier using an Ipad

Communicate effectively with internal and external contacts in relation to food supply and service

Clean large kitchen equipment (as per cleaning schedule) on a weekly or monthly basis

Carry out any other reasonable request of the Head Teacher.

Be willing to undertake training and professional development in order to provide the most effective catering support to the school.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of the school's changing needs and the school requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the School Business Manager / Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

Qualifications & Experience:	Good numeracy / literacy skills	Essential
	Experience as a Food Service Assistant	Desirable
	Food Hygiene Training	Desirable
Knowledge & Understanding:	Use of relevant equipment / resources	Desirable
	Ability to relate well to children and adults	Essential
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Essential
	Ability to identify own training and development needs and cooperate with means to address these	Essential
Personal Qualities:	The ability to work without direct supervision and to determine appropriate priorities	Essential
	The ability to work under pressure and be flexible	Essential
	A friendly manner and a good sense of humour	Essential
	Able to cope with the physical demands of the post	Essential
Equal Opportunities:	Understanding the school's equal opportunities policy and its relevance to the role of Food Service Assistant	Essential
	The ability to work well within a diverse environment	Essential

This job description may be amended at any time in consultation with the post holder. Last review date: July 2026
Next review date: July 2028

Head teacher/line manager's signature:

Date:

Post holder's signature:

Date:
