

Job Description & Person Specification



Job Title	Dining Room Assistant
Division/Location	NCS Catering
Reporting to	Key Account Manager
Weekly Hours	As Displayed on Vacancy
Grade/Salary	As Displayed on Vacancy

Job Description

The Role:

To provide an efficient dining service within a school environment ensuring the highest standard of customer service is delivered.

Main Responsibilities

- Assist the Cook Manager with simple cooking tasks, including preparing fruits, vegetables and salads.
- To assist with the service of meals and refreshments.
- Preparation and cleaning of the dining room ready for meals.
- The packing and temperature checking of transported meals (Meals on Wheels) where necessary.
- Make sure the kitchen is clean and organised at all times.
- Use and care of equipment, including daily and weekly cleaning.
- General washing up duties either by hand or machine.
- Comply and have full knowledge of regulations regarding Health and Safety, ensuring that best food practices and hygiene procedures are adhered to.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of basic health and safety, including the food safety act.	Essential	AF/I
	Knowledge of using PC applications to include Microsoft Office and Excel.	Desirable	AF/I
	A relevant qualification in food hygiene	Desirable	AF/I
Experience	Previous experience within a similar role.	Desirable	AF/I
Skills/Abilities	Excellent customer service skills.	Essential	AF/I
	Ability to work on own initiative and part of a wider team.	Essential	AF/I
	Good communication skills both written and verbal.	Essential	AF/I
	Ability to make decisions and respond to customer needs.	Essential	AF/I
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

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