



ST IVO SCHOOL

## Dining Hall Assistant

### Job Description

POST TITLE: **Dining Hall Assistant**  
HOURS OF WORK: **Part-time (15 hours, 39 weeks) (Monday – Friday 12.00pm – 3.00pm)**  
GRADE: **Scale 1A**  
SALARY: **Point 6 (£15,014 pro rata)**  
RESPONSIBLE TO: **Catering Managers**

#### Job Purpose

To help to keep a calm and enjoyable atmosphere for students and staff in the eating areas  
To work as part of a team to maintain a clean and hygienic dining hall.

#### Main Responsibilities

- To maintain a professional and friendly image with the clients and customers
- Undertake all basic training (including Basic Food Hygiene and COSHH)
- To make sure the tables are cleared by the students
- During lunchtime all tables must be wiped and cleaned after any students have moved away
- To clean all tables and chairs after service has finished
- To empty the bins in the dining hall when required
- After service the floor must be swept and mopped. Special care to be given to not putting too much water on the vinyl surface.
- Assist with other cleaning in the dining hall as requested (ie windows, sills, vending machines).
- Follow the correct hygiene and cleaning procedures to ensure high standards of dining hall area and personal hygiene are maintained

### Person Specification

The ideal candidate will be:

- A good team player
- Fast working all rounder
- Be passionate and committed to providing good customer service
- Have a flexible and positive approach
- Be literate and numerate
- Have a 'can do' attitude and be prepared to help out the rest of the team in a willing and positive manner

*St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.*

*Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*