# Lancashire County Council

**Role Profile Operational Context Form**

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| **Post title: School Catering Assistant & Cleaner** | | | | | | | | |
| **Grade:** | FLW  £12.60 | | **Staff responsibility:** | No | **Essential Car user:** | | | No |
| **Scope of role**  The jobholder will assist with the delivery and serving of food and drink. This may include the organisation of the serving of food, the laying of tables, the setting-up and clearance of service and dining areas, general cleaning and washing-up duties and the storage of deliveries. The jobholder may also undertake clerical duties associated with record keeping.  Under the direction and instruction of the Site Supervisor, undertake cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. | | | | | | | | |
| **Accountabilities/Responsibilities:**   * To prepare the dining area for service which may include moving and/or setting up furniture and trolleys, cleaning and putting away. * To prepare the service area, hot cupboards and other equipment. * At lunchtime serve hot meals to students and staff. * To prepare toast, bagels and sandwiches * Interaction with pupils and staff during the lunch service and whilst moving around the school * To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment * Sweeping, vacuum cleaning and mopping floors. * Emptying litter bins (internal only) * Polishing and dusting surfaces, fixtures and fittings * Cleaning toilets, including replenishment of paper towels, toilet rolls and other disposables. * Follow health and safety and COSHH regulations * To notify the Site Supervisor, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff. * To inform the Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc. * To inform the Site Supervisor when there is low stock of cleaning materials and other disposables. * To undertake on and off the job training sessions as required by management. * To undertake any other duties that may be required for the effective operation of the catering & cleaning establishment.   Follow health and safety regulations and hygiene standards at all times   * Basic understanding of hygiene and food safety practices preferred but not essential (training will be provided) | | | | | | | | |
| **General**   Reliable and punctual with a strong work ethic     * To attend meetings and training sessions as required * To be responsible for the health and safety of themselves and others and to carry out all duties in accordance with school policies * The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstance in a manner compatible with the post held | | | | | | | | |
| **Prepared by:** | | Debbie Williams | | | | **Date:** | June 2025 | |

**This document** sets out the area of work in which duties will generally be focused and gives an example of the type of duties of the postholder. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

## Equal opportunities - We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety - All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

## Safeguarding Commitment - We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus -** We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Attendance – Good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

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| **Person specification** | | |
| **Post title:** **School Catering Assistant & Cleaner** | **Grade: FLW** | |
| **Requirements** | **Essential (E) or**  **Desirable (D)** | **To be identified by: application form (AF),**  **interview (I), reference (R)** |
| **Qualifications**  Food Hygiene Certificate | D | AF |
| **Experience** |  |  |
| Customer Care | D | AF/I |
| Experience of working in the Catering industry | D | AF |
| Experience of Working as a cleaner | D | AF |
| Food Preparation skills | D | AF |
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| **Knowledge and skills** |  |  |
| Good standard of personal hygiene | E | I |
| Able to work under pressure and use own initiative | E | AF/I |
| Flexible attitude to work | E | I |
| Able to work as part of a team | E | AF/I |
| Good customer care skills | E | AF/I |
| Awareness of Health & Safety | D | AF/I |
| **Other (including special requirements)** |  |  |
| Commitment to equality and diversity | E | AF |
| Commitment to health and safety | E | AF |
| Satisfactory Attendance Record/commitment to regular attendance at work | E | R |
| Display the School values and behaviours at all times and actively promote them in others | E | AF/I |
| Commitment to safeguarding and protecting the welfare of children and young people | E | AF/ I |
| **Note: We will always consider your references before confirming a job offer in writing**. | | |
| **Date created:** 16/06/2025 | | |