



Food & Nutrition Assistant

JOB DESCRIPTION			
Department	Food & Nutrition Department	Date	February 2020
Responsible to	Head of Food and Nutrition with dotted line to Housekeeping Manager	Responsible for	Performing a variety of cleaning and support tasks at Christ's Hospital Food and Nutrition Department
<p>Job Purpose</p> <ul style="list-style-type: none"> • Provide high quality support to the Food and Nutrition academic team. This will include cleaning, logistical and administrative support to the Head of Department. • Keep clean all areas within the department ensuring areas are cleaned before and after lessons. 			
<p>Reporting Structure</p> <pre> graph TD LM["Line Manager Head of Food & Nutrition"] ENA["Employee Food & Nutrition Assistant"] HM["Housekeeping Manager"] LM --- ENA LM -.- HM </pre>			
<p>Responsibilities/Accountabilities</p> <p>Cleaning</p> <ul style="list-style-type: none"> • Daily cleaning of all workstations, offices, storerooms, ovens, handwashing areas, floors, walls and doors. • Empty recycling/waste bins. • Regularly clean all glass panels, frames, cabinets, partitions, work surfaces and other appliances. • Liaise regularly with the Housekeeping Manager over cleaning supplies and standards. <p>Stock/Equipment</p> <ul style="list-style-type: none"> • Assist with stock control and storage of all supplies required to permit the Department to function effectively. • Assist with ordering, receipt and unpacking of all department supplies • Advise the Head of Department (or his/her representative) of any shortages or over stocking of supplies. • Issue supplies only to authorised individuals for the purposes for which they were intended. • Ensure that all other department equipment is controlled and maintained in a clean and serviceable manner for the academic staff. 			

Preparation for Lessons

- Assist as directed with the setting up and layout for all activities within the department. Assist with tidying up and returning to store of all equipment on the conclusion of teaching periods

Equipment/Building Maintenance

- Report and log all equipment faults/requests for repairs to the building in accordance with CH policies

Training

- Attend any in-house or external training courses as may be required to assist you to develop and keep your knowledge and skills up-to-date.
- Demonstrate a commitment to improving and developing the organisation's processes and facilities
- Carry out such duties that may be reasonably required by your line manager

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION**Experience**

(Types of experience needed)

- Experience of general cleaning and caretaking duties and working in a cleaning related field. (Essential)
- A working knowledge of stock control ordering and receipting supplies. (Desirable)
- Experience of working in a catering environment (Desirable)

Qualifications

(Minimum qualifications needed, relevant experience may be a substitute)

- Recently completed or prepared to undertake COSHH training. (Essential)
- Able to operate various forms of IT, in particular the use of Microsoft Outlook (Email) and internet (for e-learning) is desirable. (Essential)

Skills & Abilities

(Written/oral communication, dealing with public, team working skills, etc.)

- A genuine interest in cooking/catering in support of the Food and Nutrition department staff. (Essential)
- Able to communicate effectively both verbally and in written form with a wide variety of people. (Essential)

Additional Work Elements

- The Food & Nutrition Caretaker is expected to be in attendance throughout the school terms (33 weeks per year) as well as 2-3 days in the weeks before and after each term giving a total of 36 working weeks per year. Holiday is taken outside of these times.
- This is a growing department and the needs will be evaluated over the next few months with a possibility of enhancements to the role and/or additional hours if the selected candidate is interested.