

# Job Description

## School Delivery Person/ Meals' Server

The Acorn Multi Academy Trust expects all its employees to have a full commitment to the Trust's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Trust.

### JOB PURPOSE

### PRINCIPAL ACCOUNTABILITIES

#### 1. Services

- To collect boxed meals from Trust Kitchen if required and serve meals at the specified school.

#### 2. People

- To promote Acorn Catering and to encourage an increase in the take-up of meals.
- To ensure good Customer Care.
- To understand and comply with safeguarding responsibilities for children and vulnerable adults

#### 3. Communication and Information

- To serve food and/or beverages in a pleasant and professional manner.

#### 4. Quality and Equality

- To promote quality and equality within the Service and in the provision of its services.

#### 5. Customer Care

- To understand and actively promote the Trust's Customer Service Policy, ensuring the needs of our customers are considered at all times.

### KEY COMPETENCIES

#### 1. Services

- To understand and comply with Food Hygiene Regulations and Acorn Multi Academy Trust Catering Policies.

#### 2. People

- While on duty to wear the correct uniform provided by Acorn MAT.

#### 3. Communication and Information

- To serve food and/or beverages in a pleasant and professional manner.

#### 4. Quality and Equality

- To promote quality and equality within the Service and in the provision of its services.

### **OPERATIONAL RESPONSIBILITIES**

1. To prepare the dining area for the service of food and/or beverages.
2. To serve food and/or beverages in a pleasant and professional manner
3. To clear away and wash-up after meal service.
6. To be cost conscious and economical at all times
7. To convey equipment necessary for the consumption of food and/or beverages from the kitchen to the service area and back having due regard for the health and Safety of all.
8. To operate kitchen equipment as required after satisfactory training and to do so, possibly unsupervised, when needed.
10. To maintain a satisfactory pace of work through open consultation with your Supervisor.
11. To work in various Acorn MAT Catering kitchens if required to do so.
12. To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Trust Policies and Procedures.
13. To understand and comply with the Trust Equal Opportunities Policy.
14. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.

### **ADDITIONAL INFORMATION**

Reports to: Catering Manager

Responsible for: transporting the meals from the Trust Kitchen to the specified school.

**Special Conditions: Own vehicle must be road worthy and insured appropriately for Business use, proof will be required.**

This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly and children. Any offer of appointment will be subject to a satisfactory Enhanced check through the Disclosure and Barring Service (DBS).

# Person Specification

## School Delivery Person/ Meals' Server

Category	Requirements	Essential/ Desirable	Method of Assessment <sup>1</sup>
Education/Training	No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important	Essential	A I
Experience	Working with or caring for children of relevant age  The post holder will be expected to work with limited supervision to an established work pattern. There will be support available from the Head of School (or designated member of staff) and/or other designated member(s) of staff.	Essential	A, I A, II
Knowledge	Basic understanding of child development and learning  Understanding of relevant policies/codes of practice and awareness of relevant legislation  There is a high level of interaction with individual and groups of pupils. There will be the requirement to work as a cooperative member of a team of supervisory assistants, liaising as necessary with other school staff	Essential  Essential  Essential	A, I  A, I  A, I
Skills/Abilities	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post  Willingness to participate in other development and training opportunities  Ability to relate well to children and adults  Ability to work constructively as part of a team  If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.  There may be some occasions when the post holder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems. There will be need to respond to challenging behaviour of pupils. The post will also involve some supervisory duties being undertaken on the playground or other external spaces.	Essential  Essential  Essential  Essential  Essential	A, I  A, I  I  I  A, I  A I

Signed:

Date:

