



Birchfield Community Primary School

Yeovil, Somerset



Recruitment Pack



Lunchtime Meals Server

based at St Gildas' Catholic
Primary School



Dear Applicant

Thank you for your interest in the Lunchtime Meals Server vacancy at based at St Gildas' Catholic Primary School. We are looking to appoint a member of staff to our existing team to satisfy the demand serving school meals (that are supplied from 'The Hungry Tree' at Birchfield Community Primary School).

'The Hungry Tree' supplies meals to St Gildas' that provide variety, are freshly prepared and nutritious, but also regularly change the menu to reflect the seasons and allow the children to try new dishes, while still incorporating some of the favourites.

We cook fresh homemade food from scratch using trusted local suppliers. Our fresh fruit, vegetables and salad are delivered daily and quality fresh meat is sourced from a local butchers.

We are looking for a member of the team who will serve the meals, whilst promoting the quality and importance of health, variety and nutrition to the pupils.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or office@birchfieldprimaryschool.co.uk.

Best Wishes

Richard Culham
HEADTEACHER



The Hungry Tree



The Vacancy

We are looking to appoint a Lunchtime Meals Server:

- 7.5 hours per week, Monday to Friday 11.45am to 1.15pm, term time only,
- Rate of pay £7.83 - £7.90 per hour,
- Permanent position, starting 16 April, or as soon as possible thereafter.

The successful candidate will report to the Catering Manager for the effective operation of school catering provision by assisting in the serving of meals and dining room arrangements to support the raising of standards of achievement and attainment of pupils.

Due to Birchfield supplying meals to multiple neighbouring schools the ability and flexibility to work at neighbouring school sites an advantage.

In return we offer you a rapidly developing school with huge ambitions, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts subject relevant employment checks and criminal background check via the disclosure procedure.



Selection Procedure

- Advert placed in Blue Sheet Bulletin, Somerset County Council jobsite, St Gildas website, One-Stop Shop (St Johns Road) and Birchfield Primary School website.
- Closing date for applications: 9 April 2018 at 5.00pm
- Shortlisting and letter sent to successful candidates for interview (via email): 10 April 2018
- Interviews take place: 12 April 2018

Successful applicants will be notified by email prior to interview. If we have not contacted you by 12 April 2018, unfortunately you have not been shortlisted for interview.





Main Duties and Responsibilities (Job Description)

Key Areas of Responsibility:

Catering Provision

1. To assist in the setting up of the school dinner arrangements.
2. To assist in the serving of meals in line with agreed procedures and maintaining counter presentation.
3. To assist in the washing and clearing away of all associated equipment, utensils and crockery. To ensure that all equipment, crockery and utensils are put away correctly at the end of the session.
4. To assist in the provision of all meals in line with School Food Standards.

Resources

1. To ensure that all equipment and utensils are clean and well maintained.
2. To assist in the storage and rotation of any food stocks.

Pupils

1. To prepare, set out and clear away dining room furniture equipment.
2. To wipe tables and maintain a clean and safe dining environment between sittings.
3. To assist in the supervision of pupils in the dining halls to ensure the maintenance of good order and discipline in accordance with school policies.
4. To support school policies by reinforcing acceptable behaviour of pupils whilst in the dining hall;
5. To report incidents involving pupils welfare of behaviour to members of the midday meals supervision team.

Health & Safety

1. To adhere to all procedures within the operations manual.
2. To comply with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety. This is to include the wearing of the appropriate uniform (which will be provided) it is the duty of the member of staff to ensure that this is clean for each day of work. all long hair needs to be tied up or a hairnet worn. No jewellery may be worn. To wear appropriate protective clothing (including rubber gloves) as requested.



3. To safely operate kitchen equipment at all times.
4. To report any identified repair of kitchen equipment immediately on detection to the Catering Manager.
5. To maintain a clean and hazard free working area and adhere to cleaning rotas.
6. To report any accidents and incidents to the Catering Manager.
7. To assist in the security of the catering area at all times.
8. To maintain high standards of cleanliness, personal hygiene and appearance.

General Responsibilities

1. To work as part of the Midday Supervisors team and to be able to act on instructions from Senior staff.
2. To actively contribute to development initiatives to improve the efficiency and effectiveness of the service.
3. To undertake training as required.
4. To operate in line with the ethos, culture, overall aims and policies of the school. In particular, to provide an efficient and polite service to customers.
5. To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the Headteacher or his representative.



Person Specification

Essential / Desirable

Requirements

Experience of serving food	Essential
Ability to work under pressure	Essential
Providing a good level of service and encouraging pupils to take advantage of the food options available	Essential
Ability to work within a team	Essential
Monitor and manage waste and act accordingly	Essential
Good communication	Essential
Ability to identify areas for improvement within the existing food service	Desirable
Ability to work at neighbouring school locations	Desirable

Qualifications

Food Hygiene (or completed upon successful appointment)	Desirable
First Aid	Desirable

Personal Attributes

Maintains high standards	Essential
Ability to think on feet	Essential
Willingness to go the extra mile	Essential
Sense of humour	Essential

Other

2 references	Essential
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DBS check

Essential

How to Apply

Application form to be completed and returned to the school office by 9 April 2018 at 5.00pm.