



# VRANCH HOUSE

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Catering Assistant
<b>Pay Band:</b>	£9.76 per hour, 19.5 hours per week, 39 weeks, term time only
<b>Managerially Responsible to:</b>	The Chief Executive, Vranch House
<b>Professionally Accountable to:</b>	The Head of Education
<b>Job Location:</b>	Vranch House School

### JOB SUMMARY

Catering Assistants key member of lunchtime staff teams here at Vranch House. They ensure the highest hygiene standards are kept in our catering facilities, ensure the correct preparation of pupil foods and provide a safe, happy lunchtime experience for our pupils. Catering Assistants work closely with teaching assistants, mealtime assistants and other professionals as part of multi-professional teams supporting our pupils.

### **Area of work:**

The post-holder duties may include (but are not limited to):

- Ordering and checking the meals supplied from the kitchens of the Royal Devon & Exeter Hospital (RD&E)
- Preparation, safe use and cleaning of the catering facilities, including surfaces and equipment.
- Final preparation of foods supplied by the RD&E, including producing blended and puree foods, and also using thickening/thinning agents (according to pupils' dietary needs)
- Active 1:1 support for children to eat their lunch, including administration of gastrostomy feeds (following a period of supervision and training)
- Responsibility for promoting and safe guarding the welfare of children in school.
- Following Best Practice Policies within school, for a wide range of activities, such as, Moving and Handling guidance and training when lifting and moving children or using hoists within school, Intimate Care, Communication and Safeguarding Children.

### **Professional:**

The post holder will:

- Maintain their own relevant knowledge and skills through participation in training, including Food Hygiene, Child Protection, Infection Control and Moving and Handling training.
- Be an active part of the multidisciplinary team at Vranch House.
- Attend support staff meetings to ensure the delivery of a co-ordinated child-centred service.
- **The post-holder will be required to uphold Child Protection and confidentiality best practice at all times (Child Protection training will be provided).**