



## Job Description

### Section 1.

<b>Job Title:</b>	Housekeeping Assistant
<b>Terms and Conditions:</b>	20 hrs per week Hours: Monday to Friday 10.00am to 2.00pm (Term Time)
<b>Line Manager:</b>	Lead Practitioner (Daycare)
<b>Post Accountable to:</b>	Headteacher

### Section II. Function or Purpose

To provide support across the Nursery with mealtime preparations and arrangements, laundry and dishwashing duties.

### Section III. Core Duties

- Follow food hygiene procedures such as cleaning schedules and recording temperature.
- Maintain excellent standard of food hygiene practice at all times.
- Clear away the dirty dishes during mealtimes in conjunction with the Co-ordinator.
- Monitor loss or breakage of meal time equipment and inform the Lead Practitioner or Co-ordinator of any new or replacement equipment required.
- Celebrate cultural and religious diversity.
- Encourage children to be independent in meeting their own needs and considerate towards others.
- Maintain a high level of cleanliness.
- Support the team to ensure environment is prepared for the next session.
- Carry out routine maintenance of dishwashers, washing machines and other kitchen equipment when appropriate.
- Clear trolleys after mealtime, wash dishes and return all items to correct storage areas.
- Maintain laundry areas throughout the Nursery/Orchard Room, washing, folding and returning laundry to appropriate areas.
- Prepare and serve mid-day meals for children across the provision, ensuring meals are served on time and at appropriate temperatures, making substitute meal for children with allergies or dietary requirements.
- Use and maintain dishwasher on a regular basis, salting, filtering and cleaning.
- Undertake any other tasks or duties as may reasonably expected of the job holder.
- Understand the integrated nature of the provision and ensure that excellent channels of communication are maintained at all times.
- Taking delivery of food and maintaining an overview of stock, rotating food and making Lead Practitioner aware of any replacement and purchases required.

**Bognor Regis Nursery School**  
**Person Specification**  
**Housekeeping Assistant**

Personal attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by application form / interview reference
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Food Hygiene Certificate or willingness to undertake this</li> <li>• Good general standard of education to GCSE or NVQ 1 level</li> </ul>	<p>E</p> <p>D</p>	<p>Application Form/Interview</p> <p>Application Form</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Catering experience</li> <li>• Working with children</li> </ul>	<p>D</p> <p>D</p>	<p>Application Form</p> <p>Application Form</p>
<b>Knowledge, skills, abilities:</b> <ul style="list-style-type: none"> <li>• Knowledge of food hygiene and safety procedures</li> <li>• Able to work on own initiative with minimal supervision</li> <li>• Good organisational skills to work methodically through tasks.</li> <li>• Able to show initiative in offering support to meal time supervisor</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Interview/References</p> <p>Interview/Reference</p> <p>Interview</p> <p>Interview</p>
<b>Other:</b> <ul style="list-style-type: none"> <li>• Calm disposition</li> <li>• Works well in a team</li> </ul>	<p>E</p> <p>E</p>	<p>Interview/References</p> <p>Application Form/References</p>