



Job Description

Section 1.

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