Highclare School

**Food and Nutrition Support Assistant**

**Job Description**

**Job Purpose**

As a member of the Support Staff the post holder will work under the direction and instruction of the Head of Food and Nutrition to provide general support.

**Duties and Responsibilities**

1. Assist in the preparation and clearing away of all equipment, ingredients and teaching materials required for practical work within all areas of the food and nutrition department.
2. Washing and cleaning as required.
3. Regularly check stock cupboards, replenishing stock where necessary.
4. Assist in the annual audit of stock.
5. Assist with ordering, receiving and accounting for new stock and equipment.
6. Collect materials from school grounds and local suppliers.
7. Assist in the maintenance of safety standards in the department.
8. Assist in the checking of materials and equipment before and after use by class for quantity and damage.
9. To adhere to the ethos of the School:
10. To promote the agreed vision and aims of the school
11. To set an example of personal integrity and professionalism
12. To attend appropriate staff meetings and professional learning and development training
13. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.

AMC/an/May 2022