



DORKING NURSERY SCHOOL

Servery Assistant roles (9.30 - 3.30)

Main duties

Every day:

- Check servery fridge temperature and log in EHO folder - ensure EHO check forms are completed daily
- Check washing machine - for washing or hanging up clothes
- Check staff kitchen - put dirty cups in the dishwasher or empty dishwasher if already done. Check they have tea, coffee, sugar and milk (staff kitchen is responsibility of staff though)
- Check dinner numbers, select the mats, set up lunch room, chairs out, by 11.00am
- Wash cups, plates etc from 2-3s classroom snacks when delivered in washing-up bowls to the servery ready to be collected
- Receive food from Zebedees, probe, put in warmer and serve school lunch 11.30 - 1.30 (3-5s 1st sitting 11.45-12.25, 2-3s 12-12.45, 3-5s 2nd sitting 12.30-1.15)
- Plate up any individual children's meals if required
- Take SEN food through to them
- 12pm - take box of lunches through to 2-3s
- When 2nd sitting, repeat as per 1st sitting jobs
- Clean the lunch room, including clean lunch mats
- Clean up servery and lunch room after lunch, reset as much as possible on trolley for next day
- Lunchbreak 1.45 - 2.00
- Depending on the time of year and infection rates, all touch points in the building to be cleaned.
- During afternoon wash children's cups in servery dishwasher. At this point empty dishwasher and turn off as instructed
- Wash towels and table cloths plus all other dirty washing (daily)
- Sanitise surfaces in the servery
- Hang up washing + any extra jobs if time

Weekly:

- Mondays - set up lunch room and put tables & chairs out
- (Rita) - change 5 mop heads in 2-3s (x2), 3-5s (x2) & SEN rooms and put through washing machine
- Mon (Angie) - sanitise food bin and clean handwash sink in servery

- Fri (Rita) - prepare sheets for EHO file for Monday

Extra duties (if time permits)

- Lists of food/stock items, eg wipes, limescale, kitchen roll, etc to Sarah C for ordering
- Deep clean servery 1 x term - see separate servery list in EHO file

To do these jobs as possible and when needed:

Once a term (preferably inset day) check first aid boxes and in the 3 grab bags (bottle of water 1 x yr), as well as checking 2-3s, 3-5s & SEND children's medicine cupboards for out of date medications)

Tidy and clean cupboards as needed (e.g. supplies cupboards)

Check dishwashers for salt

Remember - if you have time take all opportunities possible to help the children and work with them - this is a very good learning experience for them . Make sure you tell classroom staff what you are doing.

Ensure you follow the Surrey County Council's and school's health and safety rules - ensuring

- **you are using safe lifting techniques at all times - Do not lift anything which is too heavy or awkward for you to carry - and never carry or lift the children**
- **all detergents, disinfectants and other chemicals are safely stored**
- **all doors and gates that should be shut are always kept shut including the servery doors**