

Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: **Lunchtime Supervisory Assistant**

Manual Handling

This role requires some manual handling operations.

The types of manual handling operation involved in this role are the movement of catering equipment, food boxes/deliveries, trolleys, cleaning equipment, tables, chairs etc. and the carrying out of catering, housekeeping and cleaning tasks such as dusting, chopping, cutting, vacuuming, sweeping, mopping etc.

These manual handling operations are required on a *daily basis*.

Display Screen Equipment

This role will not require the post holder to be a regular Display Screen Equipment User.

Job Characteristics

This role involves working in an environment used by children of up to 5 years of age, and a range of other Centre users. The role involves preparing food for service to this age group as well as a variety of other Centre users, and the maintaining of food preparation and consumption areas. Standards of presentation, hygiene and cleanliness are very high. The role also involves cleaning and maintaining the Centre to a high standard of cleanliness and presentation following daily usage.

Work Environment

This role is carried out in an environment which involves mainly working indoors, and in a professional kitchen environment. Outdoor working may be required very occasionally.

COSHH (Control of Substances Hazardous to Health)

Biological Hazards

The post holder will come into contact with food waste.

It is possible that the post holder may come into contact with human bodily fluid e.g. through first aid/waste/cleaning.

The post holder will come into contact with cleaning substances and chemicals for which appropriate training and protective equipment will be provided.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.