

<b>Job Title</b>	Mealtime Assistant		
<b>Location</b>	school		
<b>Reporting to (job title)</b>	Duty teacher/Duty manager.		
<b>School</b>	Decoy Primary School		
<b>Grade</b>	A		
<b>Effective date</b>	January 2019	<b>Job Number</b>	G.0730

## Job Purpose including main duties and responsibilities:

### The main purpose of the job is to:

Assist in the lunchtime supervise of children and service of food.

### Main duties and responsibilities:

1. Set up and clear dining room
2. Set up food service trolley and counters
3. To ensure and monitor the safety and good behaviour of children at lunchtime.
4. Encourage cleanliness and good table manners
5. Assist children with handling cutlery
6. Clean up dining area and serving trolley and counters after service
7. Sweep floor and clean any spillages that occur
8. Record and report any Health and Safety issues play equipment
9. Record and report any accidents
10. Administer First Aid according to policy

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

### 1. Supervision and Management:

This role does not require any supervision of staff.

### 2. Creativity & Innovation:

To ensure that all equipment and food is in a proper state to enable food service to proceed;

To assist children to make healthy food choices

Solving similar problems, although some situations cannot be anticipated as they involve working with children. Serious problems would be referred upwards to a supervisor.

### 3. Contacts & Relationships:

Contacts will be with immediate superiors relating to the tasks to be undertaken and with pupils to oversee lunchtime activity.

**4. Decisions - Discretion:**

To ensure and monitor the safety and good behaviour of children at lunchtime as directed.  
Assist children to make food choices, whilst encouraging children to eat a choice of healthy options.

To undertake daily work to ensure that food service is ready for stipulated time.

**5. Decisions - Consequences:**

Consequences are limited and quickly remedied.

**6. Resources:**

To look after food service equipment in their charge.

**7. Work Demands:**

To have dining area ready for mealtimes.

To ensure that all serving counters are ready in good time for food service to commence.

To clean up after service in a timely manner.

**8. Physical Demands:**

There is a requirement to stand and walk to supervise children.

May need to lift, move and carry food-serving containers

May need to set up and clear away dining furniture

To assist with physical cleaning of kitchen and equipment

**9. Working Conditions:**

Supervision of children may be inside or outside.

**10. Work Context:**

Supervision of children may involve dealing with untoward circumstances

Working with hot food containers and serving counters.

**11. Knowledge & Skills:**

Able to undertake work consistent with basic knowledge and skills.

Basic knowledge of Health and Safety regulations as they relate to a Catering environment

Basic First Aid knowledge

Knowledge of food serving tasks

Basic Literacy and numeracy, able to follow processes and instructions