

<b>Job Title</b>	Mealtime Assistant		
<b>Location</b>	Decoy Community Primary School		
<b>Reporting to (job title)</b>	Duty teacher/Duty manager.		
<b>School</b>	Decoy Primary School		
<b>Effective date</b>	September 2021	<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:

- Set up and clear dining room
- Set up food service trolley and counters
- To ensure and monitor the safety and good behaviour of children at lunchtime.
- Encourage cleanliness and good table manners
- Assist children with handling cutlery
- Clean up dining area and serving trolley and counters after service
- Sweep floor and clean any spillages that occur
- Record and report any Health and Safety issues play equipment
- Record and report any accidents
- 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