

GLPC Job Description

Job Title	Mealtime Assistant		
Location	Seaton Primary School		
Reporting to (job title)	Catering Manager		
Service/Section/School	Catering		
Grade	A		
Effective date	ASAP	Job Number	G.0730

Job Purpose including main duties and responsibilities:

The main purpose of the job is to:

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

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

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 both within the lunch hall and during the children's break times.
4. Supervise children both out on the playground and in classrooms in case of 'wet play'
5. Encourage cleanliness and good table manners
6. Assist children with handling cutlery
7. Clean up dining area, serving trolley and counters after service
8. Sweep floor and clean any spillages that occur
9. Record and report any Health and Safety issues with play equipment
10. Record and report any accidents
11. Administer First Aid according to policy

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

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.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management			
Experience		- Some experience of working with children - Some experience of working in a catering environment	Application form and Interview
Practical Skills	- Ability to supervise children - Literate - Numerate		Demonstrate knowledge at Interview
Communication	- Good communication skills - Ability to fulfil all spoken aspects of the role with confidence and fluency in English		Demonstrate knowledge at Interview
Personal Qualities	- Able to work as part of a team - Able to take instruction		Demonstrate knowledge at Interview
Strategic Thinking			
Technology / IT Skills			
Education and Training		Good standard of education to GCSE level	Application Form
Professional Registration	<i>None required</i>		Certificate/Registration
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards		

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 customers 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.

Need to lift, move and carry food-serving containers

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

GLPC profile – to be completed by the Employee Reward Team

SUP	CRE	CON	DEC DIS	DEC CON	RES	WK DEM	PHYS DEM	WK COND	C TXT	K&S	Score
1	2	2	1	1	1	1	2	2	1	1	1

Signatures

Job Description agreed by:

Line/Originating Manager:

Name: _____ **Signature:** _____ **Date:** _____

Head of Service/Head teacher:

Name: _____ **Signature:** _____ **Date:** _____