

## GLPC Job Description

<b>Job Title</b>	Mealtime Assistant		
<b>Location</b>	Ashwater / Halwill Primary School		
<b>Reporting to (job title)</b>	Executive Headteacher		
<b>Service/Section/School</b>	The Carey Federation		
<b>Grade</b>	A		
<b>Effective date</b>		<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.

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 ensuring tables are disinfected.
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. Sweep floor and clean any spillages that occur
7. To supervise the play period of pupils during the lunch period.
8. To ensure that the playgrounds (or classrooms during wet play) are supervised at all times during lunchtimes.
9. To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
10. To play with, and support, the pupils in the playground, teaching them playground games where appropriate.
11. In the event of any injuries to the pupil to deal with minor first aid.
12. To report more major injuries immediately to the Class Teacher and to follow accident reporting procedures at all times.
13. In the event of any sickness to, clean the pupil and the affected area and refer the pupil to the Class Teacher.
14. Help develop pupils' social skills and help them to resolve disputes fairly.

15. To follow the school's policies at all times. To implement the Child Protection Policy at all times.
16. Undertake training as directed by the Executive Headteacher.
17. Record and report any Health and Safety issues play equipment to the Federation Health and Safety Lead.

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.

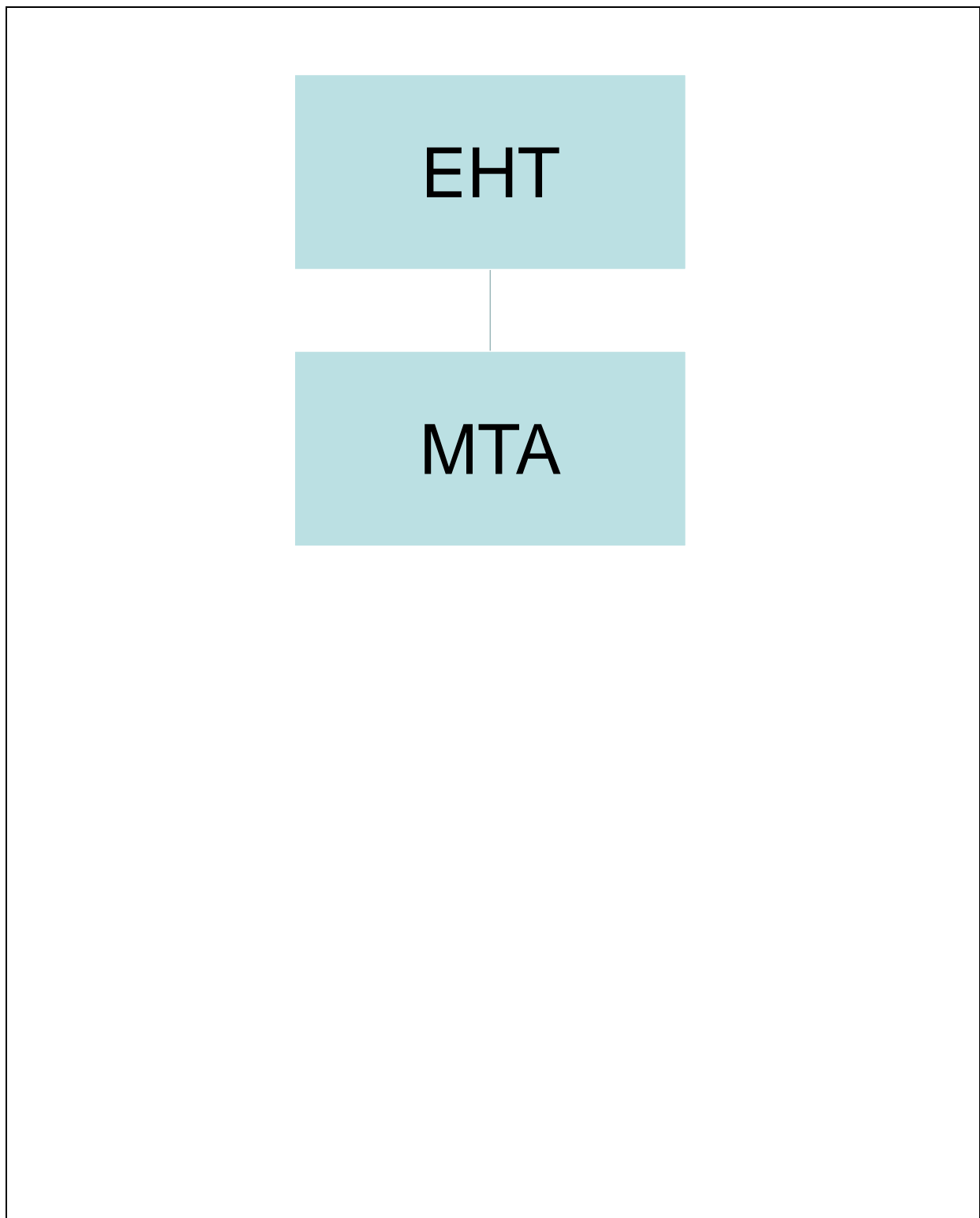
**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Management			
Experience		<ul style="list-style-type: none"> <li>Some experience of working with children</li> <li>Some experience of working in a catering environment</li> </ul>	
Practical Skills	<ul style="list-style-type: none"> <li>Ability to supervise children</li> <li>Literate</li> <li>Numerate</li> </ul>		
Communication	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Ability to fulfil all spoken aspects of the role with confidence and fluency in English</li> </ul>		
Personal Qualities	<ul style="list-style-type: none"> <li>Able to work as part of a team</li> <li>Able to take instruction</li> </ul>		
Strategic Thinking			
Technology / IT Skills			
Education and Training	<ul style="list-style-type: none"> <li></li> </ul>	Good standard of education to GCSE level	
Professional Registration	N/A		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		

**Please note; for assistance in completing the Person Spec please see the Recruitment Standards <http://staff.devon.gov.uk/recruitmentstandards2006>**

**Structure chart**

**Show this post and the ones around it. Include post titles and grades for those around.**



**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 pupils 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.

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

Will 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

## Health & Safety:

The purpose of this section of the JD is for the **manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them.** This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and discussed with individual job-holders (J/H).

Potential Hazards	Applicable to this job? (✓)	Action to be taken	
Display Screen Equipment			
Electricity – fixed / portable			
Manual handling	✓	Correct procedures for moving / carrying / stacking of tables / chair will be shown.	
Verbal / physical abuse			
Work equipment			
Fire		Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)	
Environmental			
Isolation / lone-working			
Slips, trips & falls		Ensure J/H is familiar with appropriate policies & procedures	
Chemical			
Working with Vulnerable persons		Ensure J/H is familiar with appropriate policies & procedures	
Premises related		Ensure J/H is familiar with appropriate policies & procedures	
Transport risks			
Working at heights			
Other hazards not identified above			

**Signatures**

**Job Description agreed by:**

**Line/Originating Manager:**

**Name:**\_\_\_\_\_ **Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Head of Service/Head teacher:**

**Name:**\_\_\_\_\_ **Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_