



Job Description

	Post Held: Mealtime Assistant	Term: Permanent
Grade: A	Hours: 7hrs 30mins pw x 38 weeks	Responsible to: Headteacher
Weekly pattern: Monday-Friday - 11.45am-1.15pm		
<p>Role:</p> <ol style="list-style-type: none"> 1. To ensure and monitor the safety and good behaviour of children at lunchtime. 2. To work with the Dinner Hatch Team to ensure safe and hygienic food handling to serve the dinners. 3. To work with the Dinner Hatch Team to ensure the safety, hygiene and cleaning of the areas of work and serving hatch area are maintained. 4. To attend training sessions and courses. 5. To attend staff meetings when required. 6. To carry out associated duties. 7. Any other reasonable duties as directed by the Headteacher/School Business Manager. 8. To liaise with Class Teachers. 		
<p>Specific Responsibilities:</p> <ol style="list-style-type: none"> 9. Encourage healthy choices at the food counter. 10. Ensure the food is stored as appropriate, and temperatures meet the requirements. 11. Ensure the food choices are clearly displayed. 12. Help and patiently deal with the children. 13. Ensure adequate food portions are served. 14. Wipe down tables during sittings, if required. 15. Ensure that the floor is clear ready for afternoon lessons; clear any food off the floor completely. 16. Attend to spillages and, if necessary, report to Head teacher/ Teacher/Mealtime Supervisor on duty. 17. Report to the Headteacher or Deputy any untoward circumstances. 18. Assist Headteacher as required in order to care for the safety and well-being of the children. 19. To attend training courses as required. 20. Follow the school Behaviour Policy: All children must be treated with respect and every point of view listened to. Shouting at individual children is not tolerated at this school. Any incidents need a proper report with all those involved interviewed, including supposed perpetrators. 21. Ensure the hall is laid out with tables and chairs and that they are put away efficiently and in time for afternoon lessons. 22. Ensure that all implements, crockery, utensils are cleaned/sterile/stored and ready for use. 23. Work with other Mealtime Assistants to ensure the efficient provision of school meals to our pupils. 24. To undertake the work consistently with basic knowledge and skills. 25. To ensure the return of empty hot food boxes at the end of dinner time. 		
Signed:		

Person specification: MEALTIME ASSISTANT

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