

School/College: Greenfield Primary School
Job Title: Lunchtime Assistant
Grade: 4 (pp 6)

Post Number:

Responsible To: Head teacher

**Key Relationships/
Liaison with:** Lead teacher, Pre-School support staff

Job Purpose: To provide support in the preparation and serving of meals from the school kitchen and prepare simple nutritious meals in holiday time. Maintain a safe, hygienic environment, carrying out required checks plus related kitchen/catering duties.

**Occupational
Standards:** Level 2 Food Hygiene qualification

MAIN DUTIES AND RESPONSIBILITIES:

1. To help prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning of the area and equipment.
2. To help prepare the service area, hot trolley and other equipment in the kitchen for the efficient and effective service of the meal.
3. To assist in the preparation, cooking and serving of food and beverages as defined by the office manager/lead teacher.
4. To prepare simple nutritious meals during holiday times, following agreed menus as defined by the office manager/lead teacher.
5. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the pre-school kitchen.
6. To clean on a daily basis all catering areas to standards laid down by the Health and Safety guidelines.
7. To undergo on and off the job training sessions as required by management.
8. To inform the office manager/lead teacher of any defects in equipment.
9. To inform the office manager/lead teacher of any defects with premises not meeting Health and Safety and/or Food Hygiene Regulation Standards.
10. To perform other related duties as required ensuring the dining area and the kitchen is in a clean and hygienic condition and that the food service is effective and efficient.

11. To undertake some occasional supervision of children alongside qualified staff.
12. To undertake any other duties (within the scope and grade of the post) as required for effective operation of the pre-school setting.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Person Specification

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	Essential	Desirable	How assessed
<u>Qualifications</u>			
Level 2 Food Hygiene certificate.	✓		App/Doc
Basic qualifications in English/Mathematics.	✓		
Willingness to undertake training as required.	✓		
<u>Experience</u>			
Experience of serving and preparing simple nutritious meals, ideally for children.	✓		App/Ref
Maintaining a safe clean environment.	✓		
Completing and recording hygiene checks.	✓		
Assisting with food orders and planning.		✓	
<u>Knowledge</u>			
Basic knowledge of food preparation.	✓		App/Int
Understanding of Hygiene/Health and Safety.	✓		
<u>Skills/Attributes</u>			
Capable of working on own initiative.	✓		App/Int
Ability to work as a member of a team.	✓		
Understanding of Customer Care issues.		✓	
Sensitivity to the needs of colleagues and children.	✓		
Must be able to communicate with staff and have empathy with young children.	✓		

	Essential	Desirable	How assessed
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)