**JOB DESCRIPTION**

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| **Position Title** | **MEALTIME ASSISTANT** |
| **Location** | STOKE HILL FEDERATION |
| **Reporting to** | **ASSISTANT HEADTEACHER** |
| **Grade** | **GRADE A** |

**Job Purpose including main duties and responsibilities:**

This document outlines the duties required for the time being of this post entitled Mealtime Assistant to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

**School Meals:**

1. Set up Dining Room.
2. Encourage good table manners and orderly behaviour in Dining Room.
3. Assist young children in handling knives and forks and if necessary cut up their food.
4. Encourage children to eat the meal provided and encourage them in avoidance of waste.
5. Supervise the orderly return of trays, etc.
6. Wipe down tables between sittings.
7. Clean up after spillage of food, water or sickness in dining area during the service of the meal.
8. Fold down furniture when lunch session finished.
9. Sweep up floor in Hall and Dining area and empty bin.

## General

1. Undertake playground duty, supervising by circulating amongst children. This supervision should not be carried out by pairs of Assistants.
2. Supervise children in designated area, other than playground, during wet weather.
3. Refer injuries to a First Aider.
4. Report to Senior Mealtime Assistant any untoward circumstances.
5. Ensure that children do not leave the school without permission of Headteacher.
6. Assist Headteacher as required in order to care for the safety and well-being of children.
7. Assist with general kitchen duties if required.
8. You may be required to undertake and maintain appropriate first aid training

**Kitchen:**

1. Ensuring all aspects of ‘relevant’ legislation are complied with, in relation to the Health and Safety at Work Act; the Food Safety Act and any other associated miscellaneous legislation as amended.
2. Assisting the Kitchen Manager in the preparation, cooking and service of food to customers.
3. All kitchen and dining room cleaning duties as directed.
4. To be involved in the promotion of the service to attract the maximum numbers of customers.
5. To assist in the provision of catering in a civil emergency if required by the Headteacher or Local Authority.
6. Any other duties appropriate to the grade.

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