



Job Description

Lunchtime Server

RESPONSIBLE TO: SCHOOL OFFICE MANAGER

LIAISES WITH: ALL STAFF

WORKING HOURS: 7.5 HOURS PER WEEK, MONDAY TO FRIDAY 11:30 - 1:00 PM FOR 38 WEEKS PER YEAR

SALARY SCALE: Point 3

Purpose of the job

Set up the serving and dining areas ready for lunchtime, serve children with their lunches, clean down and pack away at the end of lunch.

Specific Accountabilities

Key Features:

Setting up/clearing down for Lunch

- Receive the daily delivery of hot/cold food
- Set up and pack away table and chairs in the dining area
- Set out and pack away the food service area, food, cutlery and crockery
- Serve food
- Clear away bins and food waste
- Clean down the food service area
- Sweep floors once tables and chairs are cleared away
- Pack away used food dishes, crockery and cutlery ready for collection

Assisting the Children

This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of children's education and development

- Serve/dispose of food and food waste in accordance with food safety standards
- Follow food hygiene practice
- Follow food allergy guidelines and be aware of food allergies within school
- Encourage good manners from the children
- Ensure good behaviour in line with the school's behaviour policy
- Safeguard pupils' health and safety during lunchtime

Person Specification

Lunchtime Server

	Essential (E) Desirable (D)	Assessed by
Experience		
Working in catering/food service	D	A, I
Working with children in an educational setting	D	A, I
Skills & Knowledge		
Good communication and listening skills	E	A, I
Able to demonstrate an interest in working with and interacting with children	E	A, I
Food safety certificate or willingness to train	E	A, I
An ability to problem solve and communicate adequately to staff concerning issues	E	A, I
An awareness of Child Protection issues	D	A, I
Willingness to undertake an enhanced DBS disclosure	E	I
Awareness of Equal Opportunities	D	A, I
Manual handling skills	D	A, I

A – Application Form, **C** – Certificates, **I** – Interview, **T** - Task

Arrangements for appraisal of performance

The role will be monitored through the school's performance management programme and by the usual monitoring systems of the Senior Leadership Team.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.