

Job Details:	
Job Title	Midday Supervisory Assistant - Serving Hot Meals
Identifier	01-211
Director Area	Schools
Service Area	Generic
Section	
Date	25/09/2008
Score	236
Grade	Grade 2

Factor Levels:	
Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	1
Contacts & Relationships	2
Decisions - Discretion	2
Decisions - Consequences	1
Resources	1
Work Demands	1
Physical Demands	2
Working Conditions	2
Work Context	2
Knowledge & Skill	1

JOB DESCRIPTION

SCHOOLS: Generic	Is this description a generic JD? Yes
GRADE:	JEM Reference No: 01-211 Enhanced DBS Required? Yes
JOB TITLE: Midday Supervisory Assistant Serving Hot Meals	
REPORTS TO: Headteacher (or other designated member of staff)	
1.	PURPOSE OF JOB: Collect and serve hot dinners. Supervise children during eating and then in playground. Clean dining room and return all containers etc
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<ul style="list-style-type: none"> i. Collect food and transfer food on time back to school ii. Prepare dining hall by setting out furniture, plates, cutlery etc. Transferring food onto hot plates iii. Checking food is correct temperature iv. Serving up food in correct sized portions and supervising children at the same time v. Supervising in playground after children have finished eating vi. Recording any incidents or injuries vii. Cleaning dining hall and equipment and clearing away all containers etc viii. Taking back food containers, cutlery, plates etc
3.	MANAGEMENT OF PEOPLE None SUPERVISION OF PEOPLE None
4.	CREATIVITY AND INNOVATION
5.	CONTACTS AND RELATIONSHIPS

	A good working relationship with team
6.	DECISIONS
	a) Discretion Working within clearly defined procedures, generally discretion is made within a range of set alternatives
	b) Consequences Child centred and impacts on activities during lunchtime period
7.	RESOURCES Little or no responsibility for physical resources - children's personal possessions
8.	WORK ENVIRONMENT
	a) Work Demands Food has to be collected and taken back to school on time
	b) Physical Demands Bending. Lifting and carrying of heavy hot food containers. Also pushing and pulling and lifting up steps of trolley carrying heavy food containers
	c) Working Conditions Requirement to sometimes travel and fetch food in bad weather and transferring food from outside to inside of school
	d) Work Context Risk of being burnt by hot food and containers or injury when lifting and carrying. Occasional abuse and aggression in playground
9.	KNOWLEDGE AND SKILLS Knowledge of general food hygiene and being able to serve up correct size portions of food Knowledge of Moving and Handling
10	GENERAL
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	
Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.	

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
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