

Job Description and Person Specification

Job title	Lunchtime Server
School	Sulhamstead & Ufton Nervet Primary School
Salary grade	Grade B
Work location	Sulhamstead & Ufton Nervet Primary School
Reports to	Headteacher
Supervises	n/a

JOB PURPOSE

To support the school provide a school lunch service to it's pupils and staff.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART

To be responsible to the School Business Manager (day to day activities) and to the Headteacher (overall pattern of work).

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction Headteacher and within the school's policies and procedures to:

- Collating and placing orders with the caterer
- Setting up the kitchen in preparation for lunchtime
- Taking delivery of lunches from our school catering provider, checking deliveries are as ordered and recording food temperatures on arrival.
- Serving food to pupils following appropriate portion control guidelines, special dietary requirements and allergen checks where necessary.
- Encourage good behaviour and manners amongst pupils
- Collect used plates, cups and cutlery from the hall and ensure they are washed and sanitised.
- Wash and sanitise all utensils and serving dishes.
- Maintain high standards of cleanliness in the kitchen at all times.
- Comply with food handling and hygiene standards at all times.
- Comply with health and safety regulations at all times.
- Inform the School office of any issues with pupils not ordering meals or not taking ordered meals.
- Attend and participate in relevant meetings/training as required
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils

MAIN DUTIES AND RESPONSIBILITIES

- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Maintain a safe environment for pupils, staff and visitors to the school
- Promote the welfare of children and support the school in safeguarding children. The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
- Maintain confidentiality at all times
- Undertake other related duties as directed by the Headteacher

SCOPE (impact on/control of resources, people, money etc)

No budget responsibility or line management responsibility.

PERSON SPECIFICATION

Essential/
Desirable

Experience

Experience working with children	Essential
One year relevant experience in a school setting	Desirable

Knowledge and understanding

Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Awareness of school security regulations	Desirable
Awareness of basic health and safety principles	Desirable
Holds Level 2 Food Handling and Hygiene Certificate	Desirable
Has undertaken Allergy Awareness training	Desirable
Be familiar with the use of catering equipment such as hot counters and dishwashers	Desirable

Skills and abilities

Ability to be firm and calm, and respond quickly to developing situations	Essential
Ability to communicate effectively with other staff and children	Essential
Ability to command respect	Essential
Ability to motivate and encourage pupils	Essential

Work-related personal qualities

Actively enjoy working with children and is sympathetic to their needs	Essential
Professionally discreet and able to respect confidentiality	Essential
Flexible approach to tasks	Essential
Enthusiastic and committed	Essential
Ability to work as part of a team	Essential
Ability to listen to advice and act upon support given	Essential
Willingness to undertake relevant training	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential