



Duties & Responsibilities

The main function of the role is to prepare the dining hall, facilitate the service delivered by the school caterer during the lunch period and then clear the dining hall after lunch.

- To set up the dining room tables, chairs, trolleys etc. for each lunch sitting.
- To assist family service for all the pupils, helping the younger children where necessary
- To wipe and clear tables during and between sittings.
- To assist pupils to stack their plates and to clear away cutlery and rubbish
- To clean up any spillages which would cause a hazard
- To stack back the chairs and tables when Lunch has finished
- To sweep and spot mop the floor ensuring it is dry for afternoon classes
- To keep food clearing areas clean and empty refuse.
- To follow the roles and responsibilities set out in the termly review document as the caterer provision evolves.
- To be responsible for making the experience of lunchtime a positive experience for all.
- To work in a team to ensure the health and safety of children at lunchtimes.
- To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
- To follow all the school's policies and procedure and guidance including Health and Safety and Behaviour.
- To follow and carry out any associated supervisory duties as directed by the headteacher or line manager during the school's lunchtime.
- To be aware of pupils that may need extra help such as those with any special dietary needs and allergens.
- To clean up spillages when food is spilt or dropped and dealing immediately to spillages which are hazardous to pupils/staff.
- To be assist pupils with special requirements or disabilities

A uniform polo shirt is provided for DHAs.

Person specification: School Meals Supervisor – Dining Hall

Part Time - term time only

Attributes.	Essential.	Desirable.
Health & Physical.	<ul style="list-style-type: none"> • Able to cope with the demands of the job. • Regular attendance. • To be fit and healthy. 	
Experience.	<ul style="list-style-type: none"> • Previous experience of working with Primary aged children. • Front of house or restaurant Waiting experience. 	<ul style="list-style-type: none"> • Previous experience of dining room service in a school environment
Knowledge and skills	<ul style="list-style-type: none"> • Basic Literacy & Numeracy skills. Basic IT skills. • Awareness of the health and safety issues relevant to the school environment • Able to complete tasks within short time frames and keep to time. 	<ul style="list-style-type: none"> • Certificate or knowledge of First Aid. • Food allergen awareness • Food hygiene qualification or willingness to be trained
Inter-personal & Social Qualities	<ul style="list-style-type: none"> • Good communication skills including clear spoken English. • Patience, sympathetic nature and a calm organised manner. • Ability to work alongside all staff and contractors 	

Offer of appointment is also subject to:

Satisfactory medical clearance- all successful candidates are asked to complete a confidential medical questionnaire which is sent to the local authority.

Confirmation of correct National Insurance number- through checks with the relevant agencies.

Eligibility to work in the UK-as outlined on the application form.

Mr J Wright
Head Teacher