

## JOB DESCRIPTION

<b>TITLE</b>	Food Service Assistant
<b>BASIC FUNCTION</b>	The Food Service Assistant helps in the Easter Ravelston dining facility over lunchtime.
<b>ACCOUNTABILITY</b>	The Food Service Assistant is accountable to the Deputy Head – Early Education for his/her day-to-day tasks.
<b>AUTHORITY</b>	The Food Service Assistant has authority as delegated by the Deputy Head – Early Education.
<b>RELATIONSHIPS</b>	The Food Service Assistant works closely with all Nursery and Primary I staff, as well as catering staff.
<b>KEY TASKS</b>	<p>(a) <b>General</b> The Food Service Assistant will guide and assist children during the midday break and ensure their safety, general welfare and appropriate behaviour. He/she will assist in the lunchtime supervision of pupils to ensure that the meal is completed on time and in a safe and hygienic setting.</p> <p>The Food Service Assistant will be a positive and enthusiastic role model for our youngest children by following and promoting the School Values and celebrating diversity.</p> <p>(b) <b>Daily Tasks</b></p> <ul style="list-style-type: none"><li>• To escort children to and from the dining hall (including toilet trips), helping to seat diners and serving food</li><li>• To assist with setting up and clearing away lunches</li><li>• To encourage children to eat healthily and assist those who need help with cutting up food</li><li>• To encourage children to try new foods and to monitor eating whilst ensuring that special dietary requirements are adhered to</li><li>• To ensure good behaviour at the meal table</li><li>• To report behaviour observations to a teacher in order to maintain the school's standards</li><li>• To be flexible within working practices of the role and to be prepared to work where needed; including domestic jobs or assisting with First Aid</li><li>• To work safely and encourage safe behaviour from pupils</li></ul> <p>(c) <b>Pastoral Care</b> The Food Service Assistant will ensure safeguarding procedures are followed in line with ESMS procedures and to adhere to all Health and Safety and Food Safety Regulations.</p>
<b>STAFF DEVELOPMENT AND PRD (Appraisal)</b>	<p>The Food Service Assistant will attend staff meetings and training sessions necessary for continuing professional development, including participating in the PRD process.</p> <p>The Food Service Assistant will be professionally reviewed every three years by the Deputy Head – Early Education.</p>