Job Description for the Post of Lunchtime Organiser

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Head through the Catering Manager and the Cook.

Main Purpose of the Job

The supervision of the students in the dining areas and elsewhere, including the grounds, as required by the Head and the Lunch Lead.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.

2. To work with the catering team to prepare the dining room for the arrival of the students.

3. To help create an atmosphere so that the meal and lunchtime period is a pleasant experience for students and staff.

4. To supervise the side queues, ensuring fair queuing and respectful behaviour towards the catering team.

5. To supervise the dining room to ensure students are removing coats and bags when sitting down to eat, eating sensibly, behaving calmly and clearing away their trays and rubbish.

6. To work with the catering team to clear the dining room at the end of each lunchtime.

7. To ensure all tables are folded at the end of second sitting.

8. To help catering team in the kitchen, in times of staff shortages, this may include; working on tills, serving students, putting rubbish out etc.

9. To cooperate with the Lunch Lead to address issues as they occur.

10. To supervise outside areas if asked to do so.

11. To undertake training, by agreement, outside working hours; all training will be paid at the rate for the job.

12. To undertake other duties as required in line with grade and responsibilities of the post.

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