



# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post Title: MIDDAY SUPERVISORY ASSISTANT

Responsible to: Principal/Catering Manager/Chef Manager

Purpose: To ensure a safe and engaging lunchtime for pupils.

The following information is furnished to assist staff joining the Greenwood Academies Trust to understand and appreciate the role they play in the Organisation

### MAIN/CORE DUTIES:

- To supervise pupils during the lunchtime period
- To promote constructive play activities during the lunchtime period
- To ensure a good standard of behaviour is maintained throughout the lunchtime period.
- To assist pupils eating, approaching this in a calm, patient and understanding manner.
- To wipe all tables using sanitiser prior to lunch service.
- To keep tables tidy.
- To ensure trays are not left in dangerous positions and are wiped where necessary, then returned to the front of the servery to ensure a continued flow of service.
- To ensure pupils leave tables clear for the next occupant.
- To supervise the return of used crockery and cutlery by the pupils.
- To ensure any spillages are removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily if required.
- To keep the floor of the dining room clear of debris.
- To wipe the tables with sanitiser, put up chairs and wipe chair seats as required when tables are clear of diners.

- To pick up debris from under tables, around the dirty crockery station and from under server hotplates.
- To empty bins and replenish with plastic sacks, ensuring all full plastic sacks are taken and deposited in the appropriate rubbish skip.
- To ensure that there is a bin available at each entrance of the dining room and the rest are positioned at the dirty crockery station for the next day's service.
- To collect and issue free meals tickets. To mark the daily free meals register and complete a tally sheet with each day's total free meals numbers.
- To demonstrate conduct that commands respect from the pupils.
- To report any matters of concern regarding health and safety/pupil behaviour to SLT on duty/ Catering Manager.
- Any other responsibilities deemed appropriate to the level of post.
- The tasks carried out by the Midday Supervisory Assistant will be determined by the priorities identified by the Catering Manager, Senior Leadership Team and/or Principal.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.