

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
Midday Supervisory Assistant
Serving Hot Meals**JEM Number**
01-211**GRADE:****REPORTS TO:**
Headteacher (or other designated member of staff)**1. PURPOSE OF JOB:**

Collect and serve hot dinners. Supervise children during eating and then in playground. Clean dining room and return all containers etc

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

- i. Collect food and transfer food on time back to school
- ii. Prepare dining hall by setting out furniture, plates, cutlery etc. Transferring food onto hot plates
- iii. Checking food is correct temperature
- iv. Serving up food in correct sized portions and supervising children at the same time
- v. Supervising in playground after children have finished eating
- vi. Recording any incidents or injuries
- vii. Cleaning dining hall and equipment and clearing away all containers etc
- viii. Taking back food containers, cutlery, plates etc

3. MANAGEMENT OF PEOPLE

None

SUPERVISION OF PEOPLE

None

4. CREATIVITY AND INNOVATION

5.	CONTACTS AND RELATIONSHIPS A good working relationship with team
6.	DECISIONS
	a) Discretion Working within clearly defined procedures, generally discretion is made within a range of set alternatives
	b) Consequences Child centred and impacts on activities during lunchtime period
7.	RESOURCES Little or no responsibility for physical resources - children's personal possessions
8.	WORK ENVIRONMENT
	a) Work Demands Food has to be collected and taken back to school on time
	b) Physical Demands Bending. Lifting and carrying of heavy hot food containers. Also pushing and pulling and lifting up steps of trolley carrying heavy food containers
	c) Working Conditions Requirement to sometimes travel and fetch food in bad weather and transferring food from outside to inside of school
	d) Work Context Risk of being burnt by hot food and containers or injury when lifting and carrying. Occasional abuse and aggression in playground
9.	KNOWLEDGE AND SKILLS Knowledge of general food hygiene and being able to serve up correct size portions of food Knowledge of Moving and Handling
10	GENERAL
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
			V5

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Midday Supervisory Assistant - Hot	JEM Reference No. 01-211
Directorate Schools	Evaluation Date 25/9/08
Service LCC Generic - Cross Function	

FACTORS:	LEVEL	POINTS
Management of People	1 (up to five)	16
Dispersal		
Creativity and Innovation	2	40
Contacts and Relationships	2	38
Decisions Discretion	2	36
Consequences	1	12
Resources	1	10
Work Environment Work Demands	1	8
Physical Demands	2	12
Working Conditions	3	18
Work Context	2	16
Knowledge and Skills	1	48
TOTAL POINTS		254
GRADE		Grade 2

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project