

Lent Rise Combined School

Job Description



Name:

Job Title: Lunchtime Server

Responsible to: Senior Midday Supervisor, School Business Manager and SLT

You are directly responsible to the School Business Manager and you are required to carry out the duties of a Lunchtime server as detailed below.

Specific Additional Responsibilities:

Professional Responsibilities:

You are appointed at the appropriate Spinal Point on the Buckinghamshire Pay Scale. Your duties should be carried out with due regard to the school's aims and objectives and any policies of the Governing Body. You should share in the corporate responsibility for the well-being and discipline of all pupils.

- Receives and transfers food and supply deliveries to storage areas.
- Setting up and stock of the servery ready for service.
- Daily food temperature checks of the items in the servery, to ensure food temperatures are met before food is served.
- Allergy checks when serving the food to pupils.
- Assist in student meal service to insure the requirements for reimbursable meals are being met.
- Washes service wares and kitchen utensils.
- Load up trays ready for collection by food supplier for cleaning.
- Cleans the servery areas as necessary during and after service.
- Maintain a current and thorough knowledge of state requirements for school food service as measured by random testing.
- Maintains an attitude of flexibility when dealing with teammates to resolve problems with students or staff.
- Communicates with teammates respectfully and courteously.
- Recognizes and reports all necessary facilities maintenance promptly.
- Suggests improvements to operating format.
- Notifies School Business Manager and Senior Midday Supervisor of any problems or suggestions for improving meal service.

- Fills in where needed to insure efficient operations.
- Adheres to all sanitation regulations.
- Other duties as assigned.
- Be aware of risk management and health and safety strategies within the school and support systems which ensure the safety of all within the school community.

General

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the School.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- All communications with staff, governors and external agencies must be approved by the Headteacher prior to distribution.

This job description gives a broad indication of what is included in the post and different aspects may be emphasised according to the requirements of the school. The duties of this post may vary from time to time without changing their general character or the level of responsibility entailed.

Ensure that confidentiality is respected at all times and that children, family and school issues are discussed only with relevant professionals.

Safeguarding

All school staff have a responsibility to provide a safe environment in which children can learn and have read and understood the Department for Education's Keeping Children Safe in Education statutory guidance (KCSIE). They are also required to:

- Work together with all staff to promote safeguarding.
- Keep up-to-date with safeguarding training requirement.
- Keep up-to-date with Prevent and Keeping Children Safe in Education.
- Complete Keeping Children Safe Online, Prevent and FGM training plus any other training, as directed by the Designated Safeguarding Lead and Headteacher.
- Follow welfare and whistle blowing procedures.
- Be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life. In the first instance, staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.
- Any staff member who has a concern about a child's welfare should follow the school referral processes. Staff may be required to support social workers and other agencies following any referral.
- Be aware of systems within this school which support safeguarding to include: - the school's Child Protection policy - the school's staff behaviour policy (code of conduct) and - the role of the designated safeguarding lead.
- All staff should know what to do if a child tells them he/she is being abused or

neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated lead and children's social care. Staff should never promise a child that they will not tell anyone about an allegation, as this may ultimately not be in the best interests of the child.

- All staff should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Types of abuse and neglect, and examples of safeguarding issues can be found in paragraphs 35-44 of the Department for Education's Keeping Children Safe in Education statutory guidance (September 2018). Additional Duties

Additional Duties

- Any other duty deemed reasonable, as directed by the Headteacher.
- To complete Food Hygiene training.

Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with Buckinghamshire County Council's Code of Conduct for Employees in Schools.

This job description will be reviewed at the end of the Academic year, or earlier if necessary. In addition it may be amended at any time after consultation with you, according to the growth in the number of staff or because of the changing needs of the school. The Lunchtime server should sign two copies of the job description and then retain one copy while giving the other copy to the Headteacher.

Review Date: September 2024

Signed :

Signed:

(Headteacher)