



Dropmore Infant School
JOB DESCRIPTION – LUNCH LEADER
Pay Range 1A (5)

PURPOSE
To prepare and cook meals for service to the standard required by school. To prepare the dining area, serve lunches and clear away afterwards. To supervise pupils during the lunch period. To ensure lunchtimes are an enjoyable and safe experience for all pupils.
CORE DUTIES (daily)
<ul style="list-style-type: none">• Plan menus following guidelines on nutrition and healthy eating.• Assist with receipt and storage of goods.• Monitor stock levels and complete weekly order list.• To prepare and cook hot and cold meals.• To set up the dining area (inside or outside) in preparation for lunch.• Prepare the serving trolleys, cutlery, plates and cups.• Serve lunches, addressing the children and modelling courtesy.• Ensure the food safety of pupils on special or restricted diets for medical reasons.• Assist in the dining area, encouraging good eating practice.• Supervise children during the lunch period ensuring a high standard of behaviour.• Use House Points and Behaviour Policy to promote positive behaviour and good table manners.• Deal with incidents of unacceptable behaviour immediately and refer matters to a member of staff if necessary.• Deal promptly with food spillages and other minor incidents.• Help children clear their plates.• Assist with inside and outside play activities encouraging all pupils to take part, co-operate and show respect for others.• Ensure pupils use equipment safely and appropriately, providing guidance when necessary.• Wash crockery, cutlery, cooking and serving utensils and kitchen equipment.• Wipe and put away dining furniture, sweep and spot mop the floors.• Maintain the highest level of cleanliness and hygiene in the kitchen and food serving area, in accordance with hygiene, health and safety procedures.• Maintain high standards of personal hygiene and safety.• To contribute to the ongoing process of developing the school's lunch provision and for delivering the highest quality of lunches.
OTHER DUTIES (various frequencies)
<ul style="list-style-type: none">• Assist with minor accidents applying first aid and entering details of incidents in the First Aid & Incidents log book.• Assist in the general care of the school environment by undertaking tidying of general areas.• Accept any other reasonable duties, responsibilities or tasks which the Headteacher may require.

RESPONSIBILITIES

- Be aware of and comply with the school's policies and procedures relating to Child Protection, Health & Safety, Confidentiality, Whistleblowing, Equalities and Cohesion, Staff Code of Conduct, reporting all concerns immediately to the appropriate person.
- To be aware of responsibilities under safeguarding procedures and report any concerns to the DSL or DDSL at the school.
- Demonstrate positive attitudes, values and behaviours.
- Contribute to the overall ethos and aims of the school.
- To undertake training and professional development as appropriate.
- To attend meetings as required.
- To participate in the School's Performance Management process.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Headteacher.

The duties of this post will be reviewed annually.

Name:

Name:

Signature:

Signature:

Date:

Date:
