Job Description

Job Title	Mealtime Assistant		
Reporting to (job title)	Head of School		
School	The Topsham School		
Effective date	September 2026		
Grade	A	**Job Number**	G.0730

Job Purpose:

The main purpose of the job is to:

Assist in the lunchtime supervise of children and service of food.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- Set up and clear dining room
- Set up food service trolley and counters
- To ensure and monitor the safety and good behaviour of children at lunchtime.
- Encourage cleanliness and good table manners
- Assist children with handling cutlery
- Clean up dining area and serving trolley and counters after service
- Sweep floor and clean any spillages that occur
- Record and report any Health and Safety issues play equipment
- Record and report any accidents
- Administer First Aid according to policy

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

This document outlines duties to indicate the level of responsibility of this role. It is not a comprehensive or exclusive list. In line with the Councils strategy to have an agile workforce you may be asked to work in other areas of the Council, based on your skills and the priorities of the organisation.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management			
Experience		• Some experience of working with children • Some experience of working in a catering environment	
Practical Skills	• Ability to supervise children • Literate • Numerate		
Communication	• Good communication skills • Ability to fulfil all spoken aspects of the role with confidence and fluency in English		
Personal Qualities	• Able to work as part of a team • Able to take instruction		
Strategic Thinking			
Technology / IT Skills			
Education and Training		Good standard of education to GCSE level	
Professional Registration	~~*Describe the Qualification and the period of renewal.*~~		Certificate/ Registration
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards		

1. Supervision and Management:

This role does not require any supervision of staff.

2. Creativity & Innovation:

To ensure that all equipment and food is in a proper state to enable food service to proceed;

To assist customers to make healthy food choices

Solving similar problems, although some situations cannot be anticipated as they involve working with children. Serious problems would be referred upwards to a supervisor.

3. Contacts & Relationships:

Contacts will be with immediate superiors relating to the tasks to be undertaken and with pupils to oversee lunchtime activity.

4. Decisions - Discretion:

To ensure and monitor the safety and good behaviour of children at lunchtime as directed.

Assist children to make food choices, whilst encouraging children to eat a choice of healthy options.

To undertake daily work to ensure that food service is ready for stipulated time.

5. Decisions - Consequences:

Consequences are limited and quickly remedied.

6. Resources:

To look after food service equipment in their charge.

7. Work Demands:

To have dining area ready for mealtimes.

To ensure that all serving counters are ready in good time for food service to commence.

To clean up after service in a timely manner.

8. Physical Demands:

There is a requirement to stand and walk to supervise children.

May need to lift, move and carry food-serving containers

May need to set up and clear away dining furniture

To assist with physical cleaning of kitchen and equipment

9. Working Conditions:

Supervision of children may be inside or outside.

10. Work Context:

Supervision of children may involve dealing with untoward circumstances

Working with hot food containers and serving counters.

11. Knowledge & Skills:

Able to undertake work consistent with basic knowledge and skills.

Basic knowledge of Health and Safety regulations as they relate to a Catering environment

Basic First Aid knowledge

Knowledge of food serving tasks

Basic Literacy and numeracy, able to follow processes and instructions

Health & Safety:

Potential Hazards	**Applicable to this job? (✓)**	**Action to be taken**	***Examples* of action to be taken (this list is not exhaustive)**
Display Screen Equipment			*Conduct regular workstation assessments through Cardinus software*
Electricity – fixed / portable			*Ensure PAT[1] certificates are up-to-date*
Manual handling			*Ensure J/H attends appropriate training*
Verbal / physical abuse			*Ensure J/H is familiar with appropriate policies & procedures*
Work equipment			*Ensure J/H is familiar with all equipment and its proper usage and maintenance*
Fire			*Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)*
Environmental			*Wear appropriate PPE[2]*
Isolation / lone-working			*Ensure J/H is familiar with appropriate policies & procedures*
Slips, trips & falls			*Ensure J/H is familiar with appropriate policies & procedures*
Chemical			*Ensure J/H is familiar with appropriate policies & procedures and wears PPE if required*
Working with Vulnerable persons			*Ensure J/H is familiar with appropriate policies & procedures*
Premises related			*Ensure J/H is familiar with appropriate policies & procedures*
Transport risks			*Ensure J/H is familiar with operation of vehicle(s) and safety procedures*
Working at heights			*Ensure J/H wears appropriate PPE and follows safe system of work*
Other hazards not identified above			*Deal with on an individual basis,*

[1] Portable appliance test
[2] Personal protective equipment

Signatures

Job Description agreed by:

Line/Originating Manager:

Name:_____ **Signature:**_____ **Date:**_____

Head of Service/Head teacher:

Name:_____ **Signature:**_____ **Date:**_____