



Job Description

Job Title: Lunchtime Assistant

Responsible to: Head of Nursery

Line Manager: Head of Nursery

Job purpose

To work as part of a team to ensure that meals are served to the children and a high quality of cleanliness is maintained in the rooms. To provide an environment where all children are safe and secure.

Job Duties and Responsibilities

Prepare rooms to provide a high-quality meal, clean and reset the room

- Prepare and apportion food appropriately to be served to the children
- Ensure the correct number and type of beakers, crockery and cutlery for each group room and lay tables. Involving children in this as appropriate
- Provide care and supervision of children during mealtimes
- Transport and move food and equipment from room to room as required.
- Clean after lunch, including clearing and cleaning tables and sweeping and mopping floors.
- Clean all equipment, storing them away appropriately.

Maintain a safe and healthy environment in the kitchen and rooms

- Follow statutory requirements relevant to food, safety and hygiene
- To know dietary requirements including allergies of individual children and ensure they are adhered to
- Maintain a high standard of hygiene, cleanliness and safety in allocated areas of the room. This work includes routine cleaning duties and undertaking periodic "deep cleaning" of the allocated areas such as chairs and toys
- Following statutory requirements relevant to food, safety and hygiene ensuring that all areas are maintained to the required standard
- Complete laundry duties as and when needed
- Maintain a high standard of safety within the nursery having a general responsibility for the safety and well-being of all children when based in the nursery at all times
- Clean and maintain the toilets. Restocking nappies and wipes and spare clothing

Provide care and supervision of children during mealtimes, ensuring best infant and child feeding practice and children's needs are met

- To help serve to children food and eat with them providing support and encouragement appropriate to the ages and stages of development.
- To supervise children during lunchtime, play and sleep time as needed

- To record individual children's information relevant to meals, self-care and sleep as and when needed

Maintain the relationships with the Nursery and kitchen teams

- To work alongside the nursery and kitchen team to ensure an efficient service
- To share information relevant with others as and when needed
- To provide feedback on the meals and the need to replace or restock supplies and equipment

I confirm that I have read and agreed this job description which explains the main duties of my role

Signed _____

Print Name _____

Date _____

Job Specification

	Essential	Desirable	Stage to be Assessed
Experience and Training		Experience of working in a catering environment Has experience of working with children under the age of five years	All to be assessed at stages 1, 2 and 3
Skills and Abilities	Good communication. The ability to work as part of a team. Ability to move furniture and equipment in preparation for mealtimes Pay attention to detail and able to maintain high standards at all times. Organised and able to work to tight deadlines	A basic understanding of the feeding practices for young children.	All to be assessed at stages 1, 2 and 3
Education/Qualifications		Basic Food Hygiene Certificate. Basic Safeguarding	All to be assessed at stage 1
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity within a childcare setting.		3
Other	Flexible, able to work hours in order to meet business needs. Willing to wear corporate uniform.		3 3

Stages in assessment:

- 1 – Application form
- 2 – Selection tests(s)
- 3 – Interview