

## Midday Supervisor (Food Server) Job Description



Castor  
C E Primary School

### Responsible to Headteacher

#### Purpose of the job:

To ensure the security and care of the children and promote their social development during the lunch hour

#### Main duties and responsibilities:

1. To ensure that the dining hall is set up ready for children to have their lunch.
2. To receive food from Catering company and prepare to serve to pupils ensuring food temperatures are correct
3. To supervise pupils in the dinner hall, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
4. To be aware of the children with food allergies/intolerances and ensure the safety of those children.
5. To monitor the behaviour of the children, encouraging good behaviour and discouraging anti-social behaviour, following the guidelines set out by the Headteacher.
6. To ensure that all pupils, who suffer injury or accident are dealt with appropriately.
7. To clean up spillages of food and to organise clearing cutlery and trays from the tables and prepare for collection by catering company
8. To assist with cleaning tables, moving and storing tables, sweeping/mopping floors as required.
9. To ensure food waste is kept to a minimum and dispose of any leftovers.

#### To:

- Take part in training appropriate to the job of midday supervisor and Food Hygiene Certificate
- Take part in any appraisal arrangements made by the school
- Undertake any other duties consistent with the purpose of the job as directed by the Headteacher