Job description

Job title: Midday Supervisor

Department: Schools
Grade: GLPC - B
Job Evaluation ID: JE1000000182

1 Job purpose

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare. To mark dinner registers and issue free meal tokens.

2 Principal duties and responsibilities

1. To control queues to the dining areas
2. To mark registers and operate the system designed to provide free meals to pupils
3. To encourage dining arrangements that promotes an orderly and pleasant meals service for pupils.
4. To assist as required relieving any bottleneck at the till.
5. To ensure that any spillage is removed quickly
6. To see that the dining areas are left clean and tidy and tables are clean for the next occupant
7. To supervise the return of used crockery and cutlery
8. To wipe trays where necessary.
9. To deal with pupils' behaviour problems in the dining room and elsewhere and report any serious incidents to the Senior Midday Supervisor.
10. To deal with accidents and any sickness and report them to the Senior Midday Supervisor.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

None

6 Post holder's immediate supervisor: Senior Midday Supervisor

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: ..... **Date:** .....



Person specification

Job title: Midday Supervisor

Department: Schools
Grade: GLPC - A
Job Evaluation ID: JE1000000182

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Communication	• Ability to communicate with all departments in school, especially the pupils.		✔		✔	
Teamwork	• Ability to work as part of a team and on own initiative		✔		✔	
Technical	• Basic literacy and numeracy skills • Awareness of health & safety issues		✔		✔	✔
Work to promote mutual respect and good relations	Must be willing to work within the City Council's Equal Opportunities Policy		✔		✔	
Work Related Circumstances	• Must be willing to undertake training as required • Must ensure confidentiality in respect of pupils and information. • Must be willing to undergo and pass a DBS check • Willingness to comply with the City Council's non-smoking policy.		✔ ✔		✔	✔

P: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence

Prepared by/author: Single Status Team **Date:** September 2013

Job title: