



JOB DESCRIPTION

Post:	Supervisory Assistant	Analyst: Tom McLeister
Date:	4 th March 2022	Department: Canteen
1.	<u>JOB DETAILS</u>	
a.	Reports to:	Catering Manager
b.	Responsible for:	N/A
c.	Working hours:	Monday to Friday, 12pm – 2.30pm (11 ¼ hrs) (includes 15 minutes break)
2.	<u>JOB SUMMARY</u>	
	To be responsible under the direction of the Principal/Catering Manager individually or as a member of a team as may be employed, for the supervision of children in the canteen during their lunch break.	
3.	<u>KEY TASKS</u>	
3.1	To assist in the supervision of children in the canteen in order that health and safety regulations are observed and school discipline is enforced.	
3.2	To liaise and communicate with the Principal/ Canteen Supervisor on all matters relating to supervision.	
3.3	To deal with minor problems, accidents/sickness and report any serious incident to the Principal/ Canteen Supervisor immediately.	
3.4	To supervise children consuming meals and packed lunches, including: (a) the supervision of queues, seating arrangements, and the circulation of pupils to and from service points. (b) the supervision of the conduct of diners.	
3.5	To be responsible for: (a) ancillary associated duties (e.g. cleaning up spillages, ensuring tables are cleared and cleaned, removal of litter from all areas used for the consumption of food including packed lunches etc.) (b) assisting children where necessary. (c) the setting out of tables, laying out of cutlery, water jugs, etc.	
3.6	Undertake any other reasonable duties as is necessary.	
4.	<u>GENERAL</u>	
4.1	Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy.	
	All duties must be carried out to comply with:	
4.2	<ul style="list-style-type: none"> a. The Health and Safety at Work (N.I.) Order 1978; b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; c. Agreed Codes of Practice; including the COSHH Regulations, HACCP and Safe Working Practices manuals; d. Any other statutory regulations which may apply. 	
4.3	All duties will be carried out in the working conditions normally inherent in the particular job, including any agreed flexible working hour's arrangement.	
4.4	When carrying out any kitchen /cleaning duties, protective clothing or work wear issued must be worn.	
4.5	Only flat-soled enclosed-toe footwear should be worn at all times when carrying out cleaning duties (mules, open-toed sandals or flips flops are NOT allowed).	
4.6	Any equipment issued must be cared for in an appropriate and safe manner, with any defects being reported immediately.	
4.7	All necessary paperwork must be completed.	
4.8	Undertake duties as required to assist with out-of-hours functions.	
4.9	Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.	
4.10	Undertake any other reasonable duties that may be requested.	

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Signed by Employee:

Signed: _____

Date: _____

Signed on behalf of Ballymena Academy:

Signed: _____

Date: _____

Position: _____