

Lunchtime assistant duties

Rationale for role

To provide additional support to servery team and classroom teams with the expansion of numbers on role and children doing lunches, enabling servery assistant and classroom staff to focus more on their main role and duties.

Time Throughout session Shadow and learn the role of the Servery Assistant to provide cover for absence Organise cutlery, plates, bowls and return them to appropriate room Put any washing on and hang up to dry Set up lunch rooms for next day with tables and cloths Any other tasks that are part of the Servery Assistant role to help with the smooth running of the nursery Check staff areas and clean/tidy as needed Specific tasks 11.30 Support Servery Assistant with delivery of food to relevant lunch rooms, 2-3s, 3-5s and SEND under the direction of the Servery Assistant Check cupboards in 3-5s (by Ocean Room) and 2-3s (?), SEND toilets (?) and restock as appropriate Restock all adult toilets and all soap dispensers /handtowels 12.00 Support Servery Assistant to take 1sting pudding through with children's and adults' bowls and milk to 2-3s and 3-5s Bring back lunch dirties 12.15 – 12.25 Support Servery Assistant to collect finished pudding bowls etc from 1st sitting Set up lunch room for 2nd sitting 12.30 Support Servery Assistant to take 2nd sitting lunch through to lunch room Clean 2-3s room (stack chairs to side, wash tables and sweep floor), reset lunch tables for next day with cloths Clean lunch mats Friday – stack lunch tables and chairs to the side of lunch rooms ready for clean at the weekend 1.00 Support Servery Assistant to take pudding on trolley through to lunch room Collect dirty plates, tins etc 1.15 – 1.30 Collect dirty pudding dishes, jugs and cutlery from 2nd sitting Clean 3-5s room (stack chairs to side, wash tables and sweep floor) Friday – stack lunch tables and chairs to the side of lunch rooms ready for clean at the weekend	To provide cover support for staff absence in servery.	
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^{*}list is a guide, no exhaustive.