



## Lunchtime assistant duties

<b>Rationale for role</b>	
<p>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.</p> <p>To provide cover support for staff absence in servery.</p>	
<b>Time</b>	<b>Throughout session</b>
	<ul style="list-style-type: none"> <li>• Shadow and learn the role of the Servery Assistant to provide cover for absence</li> <li>• Organise cutlery, plates, bowls and return them to appropriate room</li> <li>• Put any washing on and hang up to dry</li> <li>• Set up lunch rooms for next day with tables and cloths</li> <li>• Any other tasks that are part of the Servery Assistant role to help with the smooth running of the nursery</li> <li>• Check staff areas and clean/tidy as needed</li> </ul>
	<b>Specific tasks</b>
12.00	<ul style="list-style-type: none"> <li>• Restock all adult toilets and all soap dispensers /handtowels</li> <li>• Support Servery Assistant to take 1<sup>st</sup> sitting pudding through with children's and adults' bowls and milk to 2-3s and 3-5s</li> <li>• Bring back lunch dirties</li> <li>• Check cupboards in 3-5s (by Ocean Room) and 2-3s, SEND toilets and restock as appropriate</li> </ul>
12.15 – 12.25	<ul style="list-style-type: none"> <li>• Support Servery Assistant to collect finished pudding bowls etc from 1<sup>st</sup> sitting</li> <li>• Set up lunch room for 2<sup>nd</sup> sitting</li> </ul>
12.30	<ul style="list-style-type: none"> <li>• Support Servery Assistant to take 2<sup>nd</sup> sitting lunch through to lunch room</li> <li>• Clean 2-3s room (stack chairs to side, wash tables and sweep floor), reset lunch tables for next day with cloths</li> <li>• Clean lunch mats</li> <li>• Friday – stack lunch tables and chairs to the side of lunch rooms ready for clean at the weekend</li> </ul>
1.00	<ul style="list-style-type: none"> <li>• Support Servery Assistant to take pudding on trolley through to lunch room</li> <li>• Collect dirty plates, tins etc</li> </ul>
1.15 – 1.30	<ul style="list-style-type: none"> <li>• Collect dirty pudding dishes, jugs and cutlery from 2<sup>nd</sup> sitting Clean 3-5s room (stack chairs to side, wash tables and sweep floor)</li> <li>• Friday – stack lunch tables and chairs to the side of lunch rooms ready for clean at the weekend</li> </ul>

\*list is a guide, not exhaustive.