JOB DESCRIPTION
Vacancy Ref:

Job Title: Support Assistant FOOD	**Present Grade:** 2
Department/College: Pre-School Centre	
Directly responsible to: Pre-School Centre Manager and those with delegate authority	
Supervisory responsibility for: Not applicable	
Other contacts **Internal:** Centre Staff, Staff from other university departments **External:** Parents of children, Health Visitors, other Professionals	

Major Duties:

1. To ensure cleanliness of food preparation areas, serve lunches and assist children with feeding.

2. To notify Early Years Practitioners of any concerns regarding children.

3. To provide care of children during the lunch period including organisation of activities

4. Any other duties appropriate to the grade of the post as directed by the Manager /Deputy or Senior Early Years Practitioners of the Pre-School Centre or nominated representative.

It is a requirement that the post holder receives undertakes a Disclosure and Barring Service check.