

JOB DESCRIPTION –	
Position title:	Learning Support (LNS) Assistant - Kai for Learning (Cafeteria)
Learning Support area:	Kai for Learning
Grade:	A-B (Support Staff in Schools Collective Agreement)
Reports to:	SL Community Relations and Hauora
Working relationships	LNS Leader Kai for Learning Hauora Hub LDS Leader Finance Property Admin Hub School Leaders Senior Leadership Team School Lunches external suppliers

PURPOSE OF THE POSITION
<p>To assist the LNS Leader so that assigned responsibilities, tasks and duties are accomplished successfully and efficiently in a timely way</p> <p>To provide support to the Senior Leader so that assigned responsibilities, tasks and duties are accomplished successfully and efficiently in a timely way.</p> <p>To direct operation of the school lunches programme in line with the MoE guidelines.</p>

KEY RESPONSIBILITIES		APPRAISAL INDICATORS
1	As a member of the staff of Alfriston College you will be familiar and comply with the School's Charter and policies	<ul style="list-style-type: none"> A personal portfolio of evidence indicating familiarity with and compliance to the School's Charter and policies is current and regularly maintained
2	Promotion of the AC Way	<ul style="list-style-type: none"> A shared understanding of and consistent engagement in the AC Way is evident in your practice and disposition
3	Provision of specific Learning Support services	<ul style="list-style-type: none"> Assigned learning support tasks are timely and are accurately, efficiently, and collaboratively completed
4	Creation and maintenance of and compliance with the respective Learning Support Area Manual of Operations and Guidelines	<ul style="list-style-type: none"> Contribution to and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition

TASKS and DUTIES	
Promotion of the AC Way	<ul style="list-style-type: none"> Engage with AC events as appropriate to the Learning Support Area Attend and participate in relevant AC PLD
Specific LNS tasks / duties	<ul style="list-style-type: none"> As per the signed attachment
General	<ul style="list-style-type: none"> Any other duties as reasonably required by the employer

GENERAL RESPONSIBILITIES
<ul style="list-style-type: none"> On-going up-skilling On-going professional learning and development Health, safety, and well-being of the learning support area

DECLARATION	
Signed by employee:	
Signed by employer:	
Date:	
Last Reviewed:	January 2022

Specific LNS tasks / duties, LNS Assistant - Kai for Learning (Cafeteria)	
Kai for learning provision	<ul style="list-style-type: none"> Work under the direction and supervision of the LNS Leader Ensure kitchen is clean and operational Assist with inventory control and recording food wastage Carry out food preparation including washing, peeling, chopping, cutting and cooking foodstuffs Wash utensils and dishes and ensure they are stored appropriately Sort, store and distribute ingredients Dispose of rubbish Organise linen / laundry Ensure food preparation areas are clean and hygienic. Practice good personal hygiene at all times Collaborates with the LNS Leader to ensure daily production of healthy lunches on-site, in line with the MoE guidelines.

	<ul style="list-style-type: none"> • Assist in the: <ul style="list-style-type: none"> • Planning and plating of nutritious lunches for children in line with Ministry of Education Healthy School Lunches Food Control Plan • Record keeping including production records, temperatures of healthy school lunches and equipment, and inventory of equipment, food, and other associated supplies • Menu planning • Kitchen compliance of adequate and waste management system • The security of food and supplies including storage and care of foods and supplies, preparation and serving of food, and cleaning of the kitchen, serving, storage and dining areas
Administration	<ul style="list-style-type: none"> • Collaborates with the LNS Leader to ensure the smooth administration and running of the Cafeteria • Attends in-services and workshops as directed • Maintains confidentiality
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Date:	
Last Reviewed:	January 2022