



**THE VALE OF GLAMORGAN COUNCIL**

**JOB DESCRIPTION**

<b>DESIGNATION/POST TITLE</b>	:	WG breakfast club
<b>POST NUMBER</b>	:	GCIWPSBCSS23
<b>DEPARTMENT/DIRECTORATE</b>	:	Learning & Skills
<b>DIVISION/SECTION</b>	:	School
<b>LOCATION</b>	:	Gwenfo Church in Wales Primary
<b>POST GRADE</b>	:	Grade 2 SCP 3
<b>RESPONSIBLE TO</b>	:	Headteacher / Deputy
<b>RESPONSIBLE FOR</b>	:	Breakfast Club pupils
<b>LIAISON</b>	:	Headteacher / Deputy
<b>MAJOR PURPOSE OF POST</b>	:	To work as part of a team to ensure a quality service is provided for the customers

**MAIN DUTIES AND RESPONSIBILITIES**

*The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.*

- Responsible for providing WG free breakfast in accordance with the Food Safety Act 1990, The Food Safety (general food hygiene) Regulations 1995, and all other legislative requirements regarding food hygiene
- To operate the breakfast club in accordance with WG guidelines
- To be able to perform all aspects of breakfast club duties including ordering and stocktaking of food items.
- Comply with Health and Safety and Hygiene Regulations
- Take part in the on-going training plan

- Take part in the preparation, cooking and presentation of all food in accordance with current legislation
- Carry out the duties and responsibilities of the senior supervisor and/or carry out duties at the request of the management team
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

**SIGNED:**

(Postholder)

**DATED:**