

General Assistant - Kitchen

Job Description

Grade: GR1

1. Job Purpose

- 1.1 To work under the control and direction of the Catering Supervisor, or Assistant in the preparation, cooking and serving of food to a daily schedule. To promote the Catering Service at all times ensuring compliance with regulations relating to Food Hygiene and Health & Safety.

2. Key Responsibilities

- 2.1 To assist in the basic preparation of food and refreshments, which may include some cooking.
 - 2.2 To prepare dining rooms, including movement / lifting of dining room furniture and the laying of tables.
 - 2.3 To erect and dismantle dining room furniture where necessary.
 - 2.4 To serve meals and other refreshments when required
 - 2.5 To assist in the cleaning of the kitchen, dining room and kitchen equipment, including washing up, sweeping and mopping.
 - 2.6 To maintain at all times standard of dress and appearance as appropriate to kitchen policy.
 - 2.7 To comply at all times with the School Policies and Procedures.
 - 2.8 To ensure that all work is carried out in accordance with the legislative requirements of the regulations relating to Food Hygiene and Health & Safety.
 - 2.9 To undertake appropriate professional development including adhering to the principle of performance management
 - 2.10 To adhere to the ethos of the school
 - 2.11 To promote the agreed vision and aims of the school
 - 2.12 To set an example of personal integrity and professionalism
 - 2.13 Attendance at appropriate staff meetings and training days which may occasionally be outside of your normal working hours
-

2.14 Any other duties as commensurate with the grade in order to ensure the smooth running of the school.

2 Supervision Received

2.9 Supervising Officer's Job Title: Catering Supervisor

2.10 Level of supervision:

1. Regularly supervised with work checked by supervisor
- ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
- ~~3. Plan own work to ensure the meeting of defined objectives~~

3 Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

4 Special Conditions

None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
---------------------	---------------	-------------	--------------------	----------------

Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		
Experience Relevant work and other experience	General work experience	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	General knowledge of catering	AF/I
	The ability to work as part of a team	AF/I
	The ability to receive and follow instructions	
	Ability to operate cleaning equipment	AF/I
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	AF/I
	Be Able to communicate with children and colleagues in accurate spoken English	I
Training	To pass level 2 food safety training and show a willingness to undertake any other relevant training	AF/I
Other	Health and Safety Awareness	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.
