

GENERAL ASSISTANT - JOB DESCRIPTION

Reporting to: Catering Manager

Location: Aston Manor Academy

Grade/salary: Grade 1, SCP 3, pro rata of FTE £22,737 per annum

Working hours: Roles for both 16.25 hours per week (Salary - £8,851pa) and 11.25 hours per week (Salary - £6,127pa), term time only.

16.25 hours a week. Mon, Tue, Wed, Fri - 11am-2.30pm. Thurs - 10.45-2.15pm. ¼ hour unpaid break.

11.25 hours a week. Mon, Tue, Wed, Fri - 12-2.30pm. Thurs - 11.45-2.15pm. ¼ hour unpaid break.

Pay progression: *Incremental progression within the grade will be subject to professional criteria-based performance assessment*

Job Purpose

To work under the control and direction of the Catering Manager.

To always promote the Catering Service ensuring compliance with Customer Care Policies and to comply with regulations relating to Food Hygiene and Health & Safety.

To assist in the kitchen and dining room as required in the provision of catering services to the school.

Physical Effort and/or Strain

The general kitchen assistant post will require a degree of physical effort at frequent intervals during the working day. Lifting e.g. Cases of food stock, industrial size cooking containers.

Bending e.g. removing containers from ovens, hot cupboards, leaning over service counters.

Moving furniture in the dining room/s.

Working Environment

At periods of cooking and serving food the kitchen environment is likely to have higher than normal temperatures, especially in hot weather.

Key Responsibilities

Duties and responsibilities may include those detailed below and may be varied according to the needs of the service. They may also include any other duties that are commensurate with the grade and the nature of the post.

General

- To be accountable for operating an effective post wash, making sure all the equipment is turned around to a high standard.
- To assist in the care and cleaning of all kitchen equipment.
- To prepare dining rooms, including movement/lifting of dining room furniture and the laying of tables.
- To erect and dismantle dining room furniture where necessary.
- To sweep the dining area between sittings.

General Assistant – specific duties

- To ensure that the pots/dishes/equipment is clean and available when needed.
- To keep all work areas clean and tidy.
- To assist in the cleaning of the kitchen, dining room and kitchen equipment.
- To assist in the checking and storage of deliveries.
- To maintain at all times, standard of dress and appearance as appropriate.
- To assist, when necessary, with promotional activities/special events. This may include occasional evening work, i.e. parents evenings, taster sessions, etc.
- To ensure a deep clean of the dining room tables each half term.
- To comply at all times with the Trust Policies and Procedures.
- To ensure that all work is carried out in accordance with the legislative requirements of the regulations relating to Food Hygiene and Health & Safety.
- To have knowledge of allergen controls.
- To have knowledge of manual handling.
- To carry out simple preparation of foods, including vegetables, salads, sandwiches, sauces, premixes, frozen and dehydrated products and assist the Cook or Catering Manager in cooking foods by frying, boiling, steaming etc. using all large and small kitchen equipment provided.
- Assist with the setting up of the service counter, serve food according to the type of service used.
- Using a cashless till system during busy lunch and break services
- Preparing/packing food items
- Restocking food and drinks
- Being able to use a dishwasher

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

GENERAL ASSISTANT PERSON SPECIFICATION

Method of Assessment (MOA)

AF-Application form	C- Certification	I- Interview	T-Test Exercise	or	P-Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education	Relevant training in food safety and hygiene, certificate or equivalent such as COSHH (D)	
Experience	General work experience (E) Experience of working in a school (D) Experience of working in a kitchen/canteen environment (D) Health and Safety Awareness in a catering environment (D) Some knowledge of food preparation and cooking skills (D) Some experience in customer care (D) Experience of working in a school environment (D)	
Skills & Ability	Able to communicate with children and colleagues (E) Ability to carry out relevant training (E) Able to understand and follow instructions (E) Ability to work effectively as a member of a team (E) Demonstrable knowledge of high standards of kitchen cleanliness (E) Ability to perform simple clerical duties (D)	
Behaviours	Friendly and personable (E) Able to form appropriate relationships with young people (E)	

	Able to identify some types of discrimination that commonly exist (E)	
Other	<p>Able to perform physical tasks on a frequent basis, e.g. lifting catering equipment (E)</p> <p>Demonstrate an interest in developing cooking skills (D)</p>	

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____