

LEVEL 1 GENERAL ASSISTANT – JOB DESCRIPTION

Hours of work: 09:30 – 14:00 Monday to Friday, 22.5 hours per week, TTO (39 weeks)

Salary FTE: £23,656 pro rata

Actual salary: £12,750.08 per annum

MAIN PURPOSE

The Hive College requires a part-time General Assistant to assist with the operations of the student kitchen and lunch service point during break and lunchtime periods. The role will also include setting up for occasional hospitality for meetings and other college events. Your role will consist of working routinely in both the Hive kitchen and Hive lunch service point as well as working, under the supervision of our catering manager in the main production kitchen located on site, from time to time.

DUTIES AND RESPONSIBILITIES

- Setting up the common room in readiness for breaks and lunchtimes and preparing the common room and kitchen area for the following day.
- Serving mid-morning break and lunchtime meal provision with Food Safety and HACCP process in mind.
- Preparing delicious, high-quality salad, sandwiches, baguettes, wraps and cold desserts for each day's lunchtime service.
- Cooking basic hot food items such as jacket potatoes, bought in pastry items, baked beans, etc., as the majority of the catering offer is produced in the main production kitchen.
- Collecting the main lunchtime offer from the main production kitchen on-site at the Hive.
- Maintaining a high level of cleanliness of The Hive service point, lunch hall and kitchen area with COSHH as the guiding principle to maintain a high level of cleanliness and hygiene.
- Preparing both hot and cold drinks and food for students.
- Setting up hospitality for meetings in the meeting room and maintaining a clean and hygienic area.
- Assist with stock taking, stock rotation and replenishment.
- Cashing up.
- Any other duties as commensurate within the role, in order to ensure the smooth running of the college.

General Assistants will be provided with an appropriate uniform and will maintain a high level of personal health and hygiene when working in a kitchen and preparing food.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Education Impact Site Catering Manager
- **Level of Supervision:** Left to work within established guidelines, subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY.

GENERAL ASSISTANT – PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	MOA
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Experience working with young adults with SEND • Experience working within a team • Some experience of supporting young people with SEND 	AF/I AF/I AF/I
SKILLS AND ABILITIES (E.g.: Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • To make effective contributions to the team as appropriate • The experience of and the ability to deal positively with young adults with SEND • Show initiative and work independently • Be committed to the ethos and values of the school • Be able to encourage students to achieve these aims through keeping the colleges behaviour code • Develop good appropriate relationships with students and staff • Communicate positively and effectively to students and listen to them • Actively contribute to a happy safe and supportive environment • Able to work within a team • Ability to work within and apply all college policies e.g. Adult Safeguarding 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the college, to further knowledge 	AF/I
EDUCATION/QUALIFICATIONS (NB: Full regard must be paid to overseas qualifications)	<ul style="list-style-type: none"> • Good literacy skills • Good numeracy skills • First aid qualification desirable or willing to undergo training 	AF/I AF/I AF/I
OTHER	<ul style="list-style-type: none"> • A flexible and positive attitude • Competent and organised • Patient • Enjoy working with young adults with SEND • Commitment to the safeguarding of young adults • To be organised and efficient • Reliable and punctual 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I

SAFEGUARDING	<ul style="list-style-type: none"> • The successful candidates will be required to undergo an enhanced DBS check • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role 	AF/I AF/I
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