



Executive Head Mr Simon Harris
Perry Common Road, Erdington, Birmingham, B23 7AT

JOB DESCRIPTION

Job Title: General Assistant – Kitchen
Location: Wilson Stuart School
Reports to: Catering Supervisor

Grade: Level 1
Allowance: Laundry

Hours of work: 12:00 p.m. – 14:00 p.m.

Term Time Only

1.0 JOB PURPOSE

- 1.1 To assist in the preparation, cooking, and serving of meals to students and preparing Meuli meals for students with special dietary requirements
- 1.2 Ensuring compliance with food hygiene and health & safety standards.
- 1.3 The role supports the school's commitment to providing nutritious meals and a safe, inclusive environment for all students

2.0 DUTIES AND RESPONSIBILITIES

2.1 Food preparation and cooking

- o Prepare vegetables, salads, sauces, and other ingredients as directed.
- o Assist with cooking tasks such as boiling, steaming, and frying under supervision.

2.2 Serving and Dining Area

- o Set up and dismantle dining furniture.
- o Serve meals to students and staff, ensuring correct portion sizes and presentation.
- o Provide assistance to students with physical disabilities during meal service if required (e.g., carrying trays, ensuring accessibility).

2.3 Cleaning and hygiene

- o Wash crockery, cutlery, and kitchen equipment.
- o Clean kitchen surfaces, floors, and dining areas following prescribed methods.
- o Carry out deep cleaning tasks on designated days.

2.4 Compliance

- o Follow food safety regulations and school policies
- o Maintain high standards of health and safety, including COSHH and risk assessments.



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2.5 **Teamwork**

- Work collaboratively with catering staff and other school professionals.
- Attend training sessions (e.g., Food Hygiene Level 1 or 2).

2.6 **Safeguarding**

- Adhere to child protection and safeguarding policies.
- DBS clearance required

3.0 SKILLS AND ATTRIBUTES

- 3.1 Ability to work in a busy environment and switch tasks quickly
- 3.2 Good communication and interpersonal skills
- 3.3 Understanding of food hygiene and health & safety
- 3.4 Physical ability for lifting, bending and standing for long periods
- 3.5 Empathy and patience when assisting students with physical disabilities

4.0 QUALIFICATIONS

- 4.1 Level 2 Food Hygiene Certificate is essential
- 4.2 Knowledge of allergies or completion of allergen training is desirable
- 4.3 Previous experience in a school or large catering operation is desirable

5.0 OBSERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED **SUPERVISION RECEIVED**

- 5.1 Supervising Officers Job Title: Catering Supervisor
- 5.2 Level of Supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within established guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

6.0 SUPERVISION GIVEN (Excludes those who are indirectly supervised i.e through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 5.2 above)
None			

- Use 1, 2 or 3 as in 5.2