



Southfields Primary School

Job Title:	General Assistant (Kitchen)	Job Number:	
Directorate:	People	Post Number:	1022857
Grade:	Grade 1		
Location:	Southfields Primary School		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of serving food and beverages to customers• Knowledge of cooking food for customers• Knowledge of food hygiene and personal hygiene in a catering environment• Knowledge of basic health and safety in a kitchen environment
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Skills and Abilities:	<ul style="list-style-type: none">• Able to communicate face to face with all customers (staff and pupils) in a courteous and polite manner.• Able to undertake simple catering, cleaning and food preparation duties in either a working or non-working environment.• Able to stand for long periods of time during the duration of the shift and to lift heavy items such as large cooking pots and serving dishes etc. on a regular daily basis.
	<ul style="list-style-type: none">• Able to work in a hot and busy environment, often under pressure and to meet deadlines.
	<ul style="list-style-type: none">• Able to adhere to City Council's Equal Opportunities policy.
	<ul style="list-style-type: none">• Able to work as part of a team, in order to ensure that tasks are completed.
	<ul style="list-style-type: none">• Basic literacy and written skills to be able to undertake training, when required, to understand the importance of Health and Safety; Food Safety, Manual Handling and Customer Service.

Experience:	<ul style="list-style-type: none">• Experience in serving the public and of basic food handling in either a paid or non-paid capacity.
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Attitude & Personal Qualities:	<ul style="list-style-type: none">• Flexible• Approachable• Sympathetic and supportive towards children• Customer focussed
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Special Requirements:

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.