



Coventry City Council

Job Description

Job Title:	General Assistant	Job Number:	C6419D
Directorate:	People	Post Number:	Various
Service:	Strategy, Commissioning and Policy/Schools Catering Service	Grade:	Grade 1
Location:	City Wide		

Job Purpose:

To undertake, as part of a team and under the direction of the Catering Manager, general kitchen duties including simple cooking to ensure the provision of meals and snacks.

Main Duties and Responsibilities:

1. Assisting with all aspects of preparation and cooking of food, as required and for food to be of a high standard in terms of preparation.
2. Advising appropriate staff of ordering requirements and maintaining good stock rotation practices.
3. Any general kitchen duties/dining room duties as may be required including assisting in other duties.
4. Serving and dishing-up food, including the presentation and garnishing of food and transportation of food to tables.
5. Washing up crockery and utensils, cleaning of tables and chairs, cleaning the general kitchen and dining room areas, as necessary, including floors, worktops and equipment (e.g. cookers and rest area facilities).
6. Reporting repairs/defects to unit supervisors and ensuring H&S is a key focus.
7. Awareness of hygiene regulations relating to Health and Safety matters.
8. Attend training courses.
9. Transporting food stocks and materials from one area to another (e.g. from stores and delivery vehicles).
10. To respond to requests from Line Managers.
11. To ensure your uniform is clean and you are well presented.
12. To ensure you are aware of school policies relating to healthy lifestyles and the safeguarding of children.

13. To read any minutes relating to the kitchen from meetings held and action them.
14. To maintain respect, confidentiality and high standards of behaviour at all times ensuring the school's name and reputation are not brought into disrepute.
15. To support the team and ensure any reasonable request is addressed.
16. Any other duties and responsibilities within the range of the salary grade.
17. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the child protection policy. All staff have a responsibility to ensure the safeguarding/promoting the welfare of children.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Hours of work – Monday to Friday
Responsible for:

Responsible to:

Date Reviewed:

Updated:



Coventry City Council

Person Specification

Job Title:	General Assistant (1)	Job Number:	C6419D
Directorate:	People	Post Number:	Various
Service:	Schools Catering Service	Grade:	Grade 1
Location:	City Wide		

Area	Description
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Knowledge:	• Knowledge of customer care requirements
	• Knowledge of practical catering procedures
	• Knowledge of practical cleaning procedures

Skills and Abilities:	• Able to communicate face to face with all customers 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 add, subtract, divide and multiply in order to handle cash.
	• Able to stand for periods of time during the duration of the shift and to lift heavy items such as chairs, tables and large cooking pots etc. on a regular daily basis.
	• Able to work in a hot and busy environment. To meet daily deadlines.
	• Able to adhere to City Council's Equal Opportunities policy.
	• Able to work as part of a team, in order to ensure that tasks are completed.
	• 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:	• Experience of basic food handling in either a working or non-working environment.
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Educational:	•
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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.
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Date Reviewed: January 2006

Updated: 13th August 2012



Coventry City Council

..... Directorate
Human Resources