



Job Description

Vacancy Reference No:

Job Title: General Assistant

Job Number:

Directorate: PEOPLE

Post Number:

Service: Schools

Grade: 1

Location: MOAT HOUSE PRIMARY SCHOOL

Job Purpose:

To undertake, in accordance with laid down procedures and practices in school, as part of a team and under the direction of more senior operatives, 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.
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.
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 Kitchen Supervisor or School Business Manager dependent on circumstances.
8. Setting-up and putting away tables and chairs, including service counters, and ensuring a high standard of presentation.
9. Awareness of hygiene regulations and Health and Safety matters.
10. Attend training courses.
11. Transporting food stocks and materials from one area to another (e.g. from stores and delivery vehicles).
12. Any other duties and responsibilities within the range of the salary grade.

All employees

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.

All employees

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

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 school's data protection guidelines.

Responsible for: N/A

Responsible to: Kitchen Supervisor & School Business Manager

Date Reviewed: April 2025



Person Specification

Job Title:	General Assistant	Job Number:	
Directorate:	People	Post Number:	
Service:	Schools	Grade:	1
Location:	MOAT HOUSE PRIMARY SCHOOL		

Area	Description
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 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.
Educational:	
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.

Date Reviewed: March 2020

Updated: April 2025