

# JOB DESCRIPTION

**Vacancy Reference No:**

<b>Job Title:</b>	General Catering Assistant	<b>Hours:</b>	(15-20)
<b>Directorate:</b>	People	<b>Post Number:</b>	1006503
<b>Location:</b>	Sherbourne Fields School	<b>Grade:</b>	Grade 2

**Job Purpose:**

To undertake, as part of a team under the direction of more senior operatives, general kitchen duties including simple cooking and food preparation 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. Washing up crockery, utensils and larger kitchen items, cleaning of work surfaces, cleaning the general kitchen and dining room areas, as necessary, including floors, worktops and equipment (e.g. cookers and rest area facilities).
5. Reporting repairs/defects to the Catering Manager.
6. Setting-up and putting away tables and chairs, including service counters, and ensuring a high standard of presentation.
7. Awareness of hygiene regulations and Health and Safety matters.
8. Be prepared to undertake a basic food hygiene course along with any other relevant training courses.
9. Transporting food stocks and materials from one area to another across school as necessary (e.g. from stores and delivery vehicles).
10. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the school and City Council's Health and Safety Policy.

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

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

**Responsible for:** N/A

**Responsible to:** Catering Manager

**Date Reviewed:** October 2023

# PERSON SPECIFICATION

<b>Job Title:</b>	General Catering Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	1006503
<b>Location:</b>	Sherbourne Fields School	<b>Grade:</b>	Grade 2

Area	Description	Criteria will be measured by:
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<b>Knowledge:</b>		

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Good communication.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• Able to undertake simple catering, cleaning and food preparation duties.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• Able to understand and follow clear instructions.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• Able to work under pressure.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Interview / medical clearance
	<ul style="list-style-type: none"> <li>• Able to work in a hot and busy environment.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• Able to use initiative.</li> </ul>	Application / interview
	<ul style="list-style-type: none"> <li>• Able to adhere to the school Equal Opportunities policy.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• Able to work as part of a team, in order to ensure that tasks are completed in an organised and methodical manner.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• Able to undertake training to understand the importance of health and safety; good personal hygiene and how to serve food and beverages in the kitchen environment.</li> </ul>	Interview

<b>Experience:</b>	• Experience of basic food handling in either a working or non-working environment.	Application/ Interview

<b>Educational:</b>		

<b>Special Requirements:</b>	Organised; motivated and methodical.	

**Date Reviewed:**      October 2023

**Updated:**              October 2023