



Job Description

Job Title:	General Assistant	Name:
Directorate:	Coventry City Council	Post Number:
Service:	Strategy, Commissioning and Policy/Schools Catering Service	Grade: 1
Location:	Broad Heath Primary School	

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
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.
7. Awareness of hygiene regulations and 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. Any other duties and responsibilities within the range of the salary grade.

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.

Signed:

Date:.....

