





Coventry City Council

## Person Specification

<b>Job Title:</b>	General Assistant (1)		
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	Various
<b>Service:</b>	Schools Catering Service	<b>Grade:</b>	Grade 1
<b>Location:</b>	City Wide		

Area	Description
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<b>Knowledge:</b>	• Knowledge of customer care requirements
	• Knowledge of practical catering procedures
	• Knowledge of practical cleaning procedures

<b>Skills and Abilities:</b>	• 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.

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