

Job Title:	General Assistant (Kitchen)	Job Number:
Directorate:	People	Post Number: 1022857
Grade:	Grade 1	
Location:	Southfields Primary School	

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none"> • Knowledge of serving food and beverages to customers • Knowledge of cooking food for customers • Knowledge of food hygiene and personal hygiene in a catering environment • Knowledge of basic health and safety in a kitchen environment • Allergen awareness and understanding
-------------------	--

Skills and Abilities:	<ul style="list-style-type: none"> • Able to communicate face to face with all customers (staff and pupils) 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 long periods of time during the duration of the shift and to lift heavy items such as large cooking pots and serving dishes etc. on a regular daily basis.
	<ul style="list-style-type: none"> • Able to work in a hot and busy environment, often under pressure and to meet deadlines.
	<ul style="list-style-type: none"> • Able to adhere to City Council's Equal Opportunities policy.
	<ul style="list-style-type: none"> • Able to work as part of a team, in order to ensure that tasks are completed.
	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Experience in serving the public and of basic food handling in either a paid or non-paid capacity.
--------------------	--

Attitude & Personal Qualities:	<ul style="list-style-type: none"> • Flexible • Approachable • Sympathetic and supportive towards children • Customer focussed
---	--

Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment
------------------------------	---

