



POST
SALARY

DIRECTORATE
LOCATION
DURATION

Catering - General Assistant
Grade 1: Salary: Grade 1 @ £17,842 - £18,198 pro-rata to hours/weeks worked (approx. £9.25 to £9.43 per hour + holiday pay)
People Directorate
Hollyfast Primary School
Permanent - part time - 10 hours per week over the lunchtime period, term-time only plus 5 training days - some holiday coverage may be required to be agreed based on the organisational needs of the school

Purpose of the Job

- To be responsible to the Head Teacher and Governing Body as an effective member of the school's staff team.
- To undertake, as part of a team and under the direction of senior staff, general kitchen duties including simple cooking to ensure the provision of meals and snacks.
- To be responsible for securing the safety, welfare and good conduct of pupils during the midday break in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, nominated line-manager and Kitchen Supervisor.
- Work in close co-operation with all stake holders, individually or as a member of the team.
- To ensure confidentiality is maintained at all times.

Main Duties & Responsibilities

- Assisting with all aspects of preparation and cooking of food, as required.
- Advising appropriate staff of ordering requirements and maintaining good stock rotation practices.
- Any general kitchen duties as may be required including assisting in other duties.
- Serving and dishing-up food, including presentation and garnishing of food and transportation of food to tables.
- Assist in setting up and clearing away tables in eating areas in main dining room and hall as required.
- Washing up crockery and utensils, cleaning of tables and chairs, cleaning the general kitchen and dining room/hall areas, as necessary, including floors, worktops and equipment (e.g. cookers and rest area facilities).
- Reporting repairs/defects to the cook or the Site Services Officer.
- Setting-up and putting away tables and chairs, including service counters, ensuring a high standard of presentation.
- Transporting food stocks and materials from one area to another (e.g. from stores and delivery vehicles).
- Work flexibly alongside other staff/volunteers, parents or pupils.
- Employees have a responsibility to assist, where appropriately and necessary, with the training and development of fellow employees.
- Variation may occur to the duties and responsibilities without changing the general character of the post.

Risk Management

- Follow all Health and Safety procedures and policy, ensuring that support is provided where necessary to the practices within school.
- Ensure that all matters with regard to Health and Safety practices are related to the Site Services Officer, School Business Manager or Head Teacher as necessary to ensure the safe practice within school.
- Follow Risk Assessment guidelines as laid down for catering and lunchtime supervision.
- Act upon the risk assessment procedures that are in place to support all learners and staff.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.
- All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- Any other duties and responsibilities within the range and salary grade.

Reviewed: November 2021

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.



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People

Hollyfast Primary School

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	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • Knowledge of customer care requirements • Knowledge of practical catering procedures • Knowledge of practical cleaning procedures • Awareness of Child Protection. • Some knowledge of relevant Health & Safety issues. • Understanding of the boundaries of confidentiality.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to communicate face to face with all children and staff 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 work within a team or on own initiative to ensure that tasks are completed. • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner. • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way. • Able to adhere to guidelines set by the Head Teacher for catering provision and accept supervision from the Kitchen Supervisor. • Able to learn and change practice in appropriate ways. • Ability to undertake patterns of work as determined by the school. • Punctual and able to fulfil duties in a responsible manner.
Experience:	<ul style="list-style-type: none"> • Experience of basic food handling in either a working or non-working environment. • Working with other professionals.
Educational:	<ul style="list-style-type: none"> • A willingness to participate in in-service training and professional development. • 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.
Special Requirements:	<ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Reviewed: November 2021