

Job Description and Person Specification



Acocks Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK as well as online checks.

Post Title	General Assistant (Catering)
Salary	Grade 1 – SCP 1
Responsible to	Catering manager
DBS Check	Enhanced Check
Contract type	12 month fixed term post

1. Job Purpose

To work under the control and direction of the Chef Manager and Unit Manager assisting with the preparation, cooking, serving and general kitchen cleaning.

2. Key Responsibilities

- To assist with the basic preparation of food and refreshments, which may include some cooking.
- To assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required.
- To prepare the dining room for lunch service, including laying of tables if required.
- To erect and dismantle dining room furniture where necessary.
- To serve meals and refreshments in line with school requirements.
- To assist with the washing up of all kitchen items.
- To assist with the general daily cleaning of the kitchen, associated areas and the dining rooms.
- To maintain the agreed standard of dress and appearance.
- To promote the policies and procedures of the school at all times.
- To work in a safe manner at all times, ensuring all work is carried out in accordance with the legislative requirements and kitchen procedures.

3.General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Work in accordance with all of the school's policies and procedures, including but not limited to: Safeguarding, Information Quality Standards, Data Protection, Code of Conduct, E- safety and ICT Acceptable Use, No Smoking and Equality.
- To ensure tasks are carried out with due regard to personnel Health and Safety and regard for others health and safety.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Occasionally required to be available for catering for evening school activities and special functions organised by the school e.g. fund raising events, parents/teachers meetings, Governor's meetings, and summer school.
- To participate in appropriate professional development including adhering to the principle of performance management.
- Attend professional development and training. Participate in training and other learning activities as required.
- Term time working to school term dates. Annual leave is taken during school holiday closure periods.

5. Supervision Received

- Supervising Officer's Job Title: Unit Manager / Chef Manager

Level of supervision:

- Left to work within establishment guidelines subject to scrutiny by Supervisor.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Measured by
Education/Qualifications	<ul style="list-style-type: none"> • Possession of recognised catering qualifications <ul style="list-style-type: none"> • Food hygiene qualifications 	•	•
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge and experience of catering facilities health and safety compliance and legal requirements i.e. temperature checks • Experience of front of house customer food and beverage service • Experience of preparing a range of foods from specific menus for both Bistro and functions • Experience of cleaning down catering and Bistro area and equipment. • Experience of cash handling • Ability to work as part of a team • Experience of customer service delivery <ul style="list-style-type: none"> • Able to work flexible hours 	•	•

Personal Qualities	<ul style="list-style-type: none">• A good team player	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•
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HOW TO APPLY

Please apply for this post by emailing recruitment@acocksgreen.bham.sch.uk for an application pack.