



## **JOB DESCRIPTION**

**Job Title:** General Assistant – Swanshurst Kitchen

**Grade:** Grade 2

### **1. JOB PURPOSE**

- 1.1 To work under the direction of the Catering Manager and Catering Supervisor in the preparation, cooking and serving of food to a daily schedule.
- 1.2 To promote the Catering Service at all times ensuring compliance with regulations relating to Food Hygiene and Health & Safety.

### **2. ROLE AND RESPONSIBILITIES**

- 2.1 To assist in the basic preparation of food and refreshments, which may include some cooking.
- 2.2 To serve meals and other refreshments in accordance with school requirements.
- 2.3 To assist in the care and cleaning of all kitchen equipment.
- 2.4 To assist with the preparation and cleaning of dining rooms, ensuring tables are cleaned, bins are emptied and floors are swept and mopped.
- 2.5 To assist in the cleaning of the kitchen, including washing up, sweeping and mopping.
- 2.6 To erect and dismantle dining room furniture where necessary.
- 2.7 To assist in the checking and storage of deliveries.
- 2.8 Assist with maintaining a neat and orderly school (including staffroom and stockroom).
- 2.9 To maintain at all times standard of dress and appearance as appropriate to school policies.
- 2.10 To assist, when necessary, with promotion activities/special events. This may include occasional evening work, i.e. parents evening, taster sessions etc.
- 2.11 To comply at all times with the Local Authorities policies and procedures.
- 2.12 To ensure that all work is carried out in accordance with the legislative requirements of the regulations relating to Food Hygiene and Health & Safety.
- 2.13 To undertake First Aid Training in order to become a First Aider in school.
- 2.14 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for, or comes into contact with.

- 2.16 To adhere to the ethos of the school.
  - 2.15.1 To promote the agreed vision and aims of the school.
  - 2.15.2 To set an example of personal integrity and professionalism.
  - 2.15.3 Attendance at appropriate staff meetings and parents evening.
- 2.17 Any other duties as directed by the Headteacher to ensure the smooth running of the school.

### **3. SUPERVISION RECEIVED**

- 3.1 SUPERVISING OFFICER JOB TITLE: Catering Manager and Catering Supervisor.
  - 1. LEVEL OF SUPERVISION
  - 2. Left to work within established guidelines subject to scrutiny by manager and supervisor.

### **4. SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised, i.e. through others)**

None.

### **5. SPECIAL CONDITIONS**

- 5.1 To hold a Level 2 Certificate in Food Hygiene (or willingness to achieve upon appointment).
- 5.2 To provide own footwear, which needs to be flat and enclosed shoes with non-slip soles.
- 5.3 This post involves working with children and is therefore subject to a disclosure check through the confidential process administered by the Disclosure and Barring Service. As part of the recruitment process to work with children, you will be required to provide information on all convictions and reprimands, spent or not.