

JOB DESCRIPTION & PERSON SPECIFICATION

SECTION:	Catering	GRADE: 1
JOB TITLE:	General Catering Assistant	DATE PREPARED: 08/12/16
EVALUATION DATE:	16 December 2016	JE NUMBER: NC1689

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities in Employment Policy.

PURPOSE:

This post exists to provide first line support to the catering service in terms of customer contact, basic food/beverage preparation and service.

Basic duties also include the maintenance of high levels of hygiene and cleanliness and require a positive approach to customer care and safety.

PRINCIPAL ACCOUNTABILITIES:

1.	To assist in the preparation of basic food items (vegetable preparation, salad, sandwich assembly etc) for the provision of our school catering service as required.
2.	To maintain a clean, hygienic and safe working environment in compliance with food hygiene, health and safety legislation and service area safe working practices.
3.	To assist in the layout of dining room furniture/equipment and clearing of tables for all the operational needs of the school's catering provision.
4.	To promote a professional image to customers and external parties in order to build confidence in the services the service area can provide.
5.	To operate cash registers in accordance with school policies.
6.	To comply with the Trust's policies and procedures.
7.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee of the school. In addition to the school's overall duties, the post holder has personal responsibility for their own health & safety wellbeing and that of other employees; additional and more specific responsibilities are identified in the school's H&S policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Trust.

DIMENSIONS:**1. Responsibility for Staff:**

None

2. Responsibility for Customers/Clients:

General Health and Safety

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

Responsible, under supervision, for the maintenance of a safe, clean, tidy and healthy environment.

WORKING RELATIONSHIPS:**1. Within Service Area/Section:**

To be able to communicate with staff/line management to ensure the effective and efficient provision of a quality catering service.

2. With Any Other Trust Areas

The post holder will occasionally be required to communicate effectively on an informal basis with other Trust employees i.e. Health and Safety and school-based employees.

3. With External Bodies to the Trust

None

ORGANISATION CHART:

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Cook

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General Catering Assistants

	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			✓			N/A	Regular pushing of hot trolley, mopping floors, loading/unloading of dishwasher, washing machine and dryer.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				N/A	Involves cleaning of kitchen area/equipment and dining area.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	✓						

PERSON SPECIFICATION			Tick relevant column	List code/s *	
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS), T = Test/Assessment, P = Presentation</i>			Essential	Desirable	How identified
1.	Qualifications:				
	Basic Food Hygiene or to be obtained within 6 months.	✓		AF/I	
2.	Relevant Experience:				
	Experience in a similar position.		✓	AF/I	
	Cash handling experience.		✓	AF/I	
3.	Skills (including thinking challenge/mental demands):				
	Basic literacy and numeracy skills.	✓		AF	
	Able to work well with other people.	✓		I	
4.	Knowledge:				
	Good communicator	✓		I	

	A keen desire to achieve high levels of customer satisfaction/care.	✓		R
	A knowledge and commitment to Safeguarding and promoting the welfare of children, and vulnerable adults.	✓		AF, I, CQ
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to work within a team.	✓		I
	Written Skills			
	Able to maintain simple records.	✓		I
6.	Other:			
	None			
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Additional Requirements:			
	Cross as an essential requirement if the candidate requires a Baseline Personal Security Check (BPSS)		N/A	

8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure & DBS children's barring list check from the Disclosure & Barring Service (if ticked as an essential requirement)	X		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record	X		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)

Signed:

Printed:

Date: