

## MATRIX ACADEMY TRUST

### Job Description – General Assistant

Arrangement	Term time only
Salary	Scale Group 2 Spine Points 5-8
Main Purpose:	The school operates a busy kitchen that provides meals for pupils, staff and visitors throughout the school year. The General Assistant plays a key role in supporting the smooth running of the kitchen by focusing on washing-up duties, till operation, and maintaining high standards of cleanliness and hygiene. The post holder is responsible to the Head Chef, who reports to the Headteacher.
Main Activities:	<ul style="list-style-type: none"> <li>• Carry out duties including break and lunch service, <b>till operation</b>, washing up, cleaning of kitchen equipment, and assisting with point-of-sale service.</li> <li>• Provide excellent customer service at all times, both front of house and behind the scenes.</li> <li>• Follow Matrix Academy Trust cleaning schedules and hygiene requirements, ensuring that all associated records are accurately completed and maintained.</li> <li>• Wiping tables and sweeping floors in the dining area</li> <li>• Report punctually for work and report directly to the Head Chef.</li> <li>• Work flexibly to support colleagues and respond to the needs of the kitchen.</li> <li>• Maintain all work areas in a clean, hygienic and tidy state at all times.</li> <li>• Complete daily and weekly cleaning routines, with particular focus on dishwashing areas, sinks, utensils and equipment.</li> <li>• Wear the correct uniform at all times, whether front of house or in the kitchen.</li> <li>• Identify and remove hazards and report any defects in equipment or the kitchen environment to the Head Chef.</li> <li>• Understand and adhere to Matrix Academy Trust's Health &amp; Safety policies and Healthy Food Policy.</li> <li>• Follow procedures relating to: <ul style="list-style-type: none"> <li>○ Sickness and accident reporting</li> <li>○ Fire and evacuation</li> <li>○ COSHH and all safety requirements for chemicals and equipment</li> </ul> </li> <li>• Attend all required meetings, training sessions and briefings</li> <li>• To assist with other areas within the kitchen as directed by the Head Chef</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> </ul>

	<ul style="list-style-type: none"><li>• Any other duty as deemed appropriate to the post by the Headteacher.</li></ul>
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date: .....

Postholder Signature:..... Date: .....

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## Person Specification – General Assistant

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Relevant catering NVQ or equivalent qualification	D	A
Adequate level of literacy and numeracy	E	A
First Aid Qualification	D	A
Hold a valid food safety certificate	D	A
<b>Experience and Knowledge</b>		
Working within the catering/education industry	E	A
Experience of basic food preparation skills and serving food within a large catering operation	D	A
Experience of manual handling procedures	D	I
Knowledge of Natasha's Law (2021) and other relevant food hygiene standards	D	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Able to apply health and safety hygiene procedures	E	A/I/S
Able to complete all physical requirements of the role e.g. lifting catering equipment, standing for long periods of time	E	A/I
Able to use general catering equipment safely	E	A/I
Can work constructively as part of a team	E	I
The ability and willingness to do additional hours as and when required	E	A/I
Dependable and reliable	E	A/I
Experience operating a till and providing friendly, efficient customer service in a catering environment	D	A/I
Experience carrying out washing-up duties and maintaining high standards of cleanliness in a kitchen setting	E	A/I
Committed to the provision and improvement of quality service provision	E	A/I
An ability to provide high levels of customer care at all times	E	A/I
Excellent inter-personal skills, with both children and adults	E	A/I
Good time-management and organisational skills	E	A/I
Able to use catering equipment safely and correctly	E	A/I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*