

King Edward VI HANDSWORTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title: General Assistant (Catering)

Division: Catering

1.0 JOB PURPOSE:

- 1.1** To provide general assistance within the school catering department by assisting with preparation, cooking and serving meals and carrying out general kitchen cleaning.

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1** To assist with basic food and refreshment preparation including some cooking tasks.
- 2.2** To assist with the care, cleaning and maintenance cleaning of all equipment in use in the kitchen as required.
- 2.3** To prepare the dining room for service including laying tables and clearing tables, sweeping and mopping after service.
- 2.4** To serve meals and refreshments in line with school requirements.
- 2.5** To assist with hospitality functions as required.
- 2.6** To assist with washing up and general daily cleaning of the dining room, kitchen and associated areas.
- 2.7** To maintain the agreed standard of dress and appearance.
- 2.8** To operate the cashless till monitors
- 2.9** To undertake cashier duties in accordance with the cash handling procedures.
- 2.10** Assisting in maintaining a neat and orderly school (including staffroom and stockroom)
- 2.11** 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.
- 2.12** To ensure all tasks are carried out with due regard to Health and Safety
- 2.13** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.14** To adhere to the ethos of the school
- 2.14.1** To promote the agreed vision and aims of the school
- 2.14.2** To set an example of personal integrity and professionalism
- 2.14.3** Attendance at appropriate staff meetings and parents evenings
- 2.15** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

PERSON SPECIFICATION

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Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	General knowledge of catering.	AF/I
	Worked as part of a team	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Good oral communication skills	AF/I
	Good interpersonal skills	AF/I
	Able to work as part as a team	AF/I
	Able to carry out instructions	AF/I
	Able to work under pressure	AF/I
	Able to relate to students	AF/I
TRAINING	Willingness to undertake relevant training	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Foundation Certificate in Food Hygiene	AF/I
OTHER	Health and Safety Awareness	AF/I
	Flexible approach in a changing environment	AF/I
	Aware of basic hygiene standards	AF/I
	Customer focused approach to service provision	AF/I
	Committed to improving the provision and the environment for all students and staff	AF/I
CONTRA INDICATION	Unsatisfactory DBS check	AF/I
	Eligibility to work – UK	
	Inability to work unsupervised and under pressure	AF/I