**RED LANE PRIMARY SCHOOL**

Red Lane, Breightmet, Bolton BL2 5HP

**JOB DESCRIPTION**

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| **School** | RED LANE PRIMARY SCHOOL |
| **Job Title****Grade** | general kitchen assistant Grade 1  |
| **Responsible to****Principal Responsibilities** | CATERING MANAGER To assist in food preparation, food portioning, food and beverage service together with general kitchen procedures. |
| **Main Duties**  |
| * To maintain a high standard of personal/kitchen hygiene in accordance with Health & Safety, Food Hygiene COSHH, HACCP and EHO Regulations
* Be aware of Health and Safety procedures and food safety working practices in the workplace
* To ensure the highest standards of Customer Service is delivered in a professional and effective manner
* To assist with the preparation and service of food and beverages for the school
* To assist with the unloading and checking of deliveries from suppliers
* Organise the storerooms as directed by the Catering Manager
* Wash cooking utensils, crockery, cutlery and store appropriately
* Clean kitchen appliances, food preparation equipment, walls, floors, cupboards etc., as directed by the Catering Manager
* To assist with service in the school dining room, as required
* Dispose of rubbish in line with the schools recycling policy
* Organising laundry and uniform rotation
* Any other duties in relation to the preparation and service of food.
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**PERSON SPECIFICATION**

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| **Job Title** | **General Assistant – grade 1**  |

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|  | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
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| **1.** | **Skills and Knowledge** |
| 1. | Understanding of safe hygiene practices and Health and Safety requirements e.g. COSHH and HACCP. | Application Form / Interview/Test  |
| 2. | To be able to prepare food ready for consumption.  | Application Form / Interview/Test |
| 3. | Clean food preparation areas in compliance with hygiene standards.  | Application Form/Interview/Test |
| 4. | Ability to work as part of a team and under supervision using initiative. | Application Form / Interview |
| 5. | Ability to plan and prioritise work in order to meet deadlines. | Application Form / Interview |
| 6. | Ability to communicate with a wide range of people, both verbally and in writing. | Application Form / Interview |
| 7. | Demonstrate accurate numeracy skills | Application Form / Interview |
| 8. | Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services & reduce disadvantage. | Application Form/Interview |
| 9. | Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users | Application Form/Interview |
| 10. | Developing Self and Others - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Level 2 Food Safety Certificate or must be willing to undertake appropriate training within 3 months of appointment to post | Application Form/Interview/ Certificate |
| **3. Work Related Circumstances** |
| 1. | Red Lane Primary School is a smoke free employer | Application Form/Interview |
| 2. | This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced Disclosure and Barring Check.  | Application Form/Interview |
| 3. | Willing to undertake training outside of normal working hours. | Interview |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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| **Date Person Specification prepared:** | November 2015  |
| **Person Specification prepared by:** | L Whittaker  |