



LEVER EDGE PRIMARY ACADEMY

Lever Edge Lane, Bolton BL3 3HP

JOB DESCRIPTION

School	LEVER EDGE PRIMARY ACADEMY
Job Title	GENERAL KITCHEN ASSISTANT
Grade	GRADE A POINT 3
Responsible to	CATERING MANAGER AND SCHOOL BUSINESS MANAGER
Principal Responsibilities	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.

PERSON SPECIFICATION

Job Title **GENERAL ASSISTANT – GRADE A**

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
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

The Minimum Essential Requirements for the above Post are as Follows:		Method of Assessment
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.	Lever Edge Primary Academy 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

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

Date Person Specification prepared: February 2019

Person Specification prepared by: C Concannon