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| School: | St Lukes CE Primary School |

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| **Job details** |  |
| **Job title:** | General Assistant |
| **Grade:** | Grade 1B (SCP 10 to 13) |
| **Directly responsible to:** | Senior Cook  |
| **Directly responsible for:** |  |
| **Hours of duty:** | 10 Hours per week |
| **Qualifications Required:** | Must possess or be able to undertake and obtain Basic food Hygiene Certificate within 6 months of appointment to the post |
| **Primary purpose of the job:** | To contribute towards the provision of a quality school catering service |
| **Post ref no:** |  |

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| Main duties and responsibilities/accountabilities |
| 1. Participating in the efficient and effective operation of a quality school catering service to achieve set standards.
2. General kitchen and dining area duties including: basic preparation and cooking activities and service of food and beverages.
3. Participation in the cleaning rota to ensure set standards are achieved.
4. Safe and secure cash handling (relevant where cash systems in operation).
5. Carry out work duties in a way which ensure compliance with relevant health and safety/food safety provisions.
6. Promotion of customer service through the way in which work is performed.
7. To undertake any other such duties that are reasonably commensurate with the level of this post.
8. The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.
9. To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.
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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised:

**Prepared/revised by:**

**Agreed job description signed by holder:**

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**POST REF. No. 00/000**

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| **Job title** | **Grade** | **School** |
| General Assistant | 1B | St Lukes CE Priamary |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

**Note to applicants**

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Able to demonstrate customer service skills |  |
|  | Basic numeracy and literacy |  |
|  | Demonstrate knowledge of work practices to ensure that food is handled in a safe and hygienic manner |  |
|  | Demonstrate a knowledge of work practices to ensure a healthy and safe working environment |  |
|  | Must be willing to undertake and obtain Basic Food Hygiene Certificate within 6 months of appointment to the post |  |

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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Basic food preparation skills |  |
|  | Basic Food Hygiene Certificate |  |
|  | Experience of working within a commercial catering environment |  |
|  | Experience of using a cash till (relevant in schools where cash system in operation) |  |

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| **Completed by** | **Date** | **Approved by** | **Date** |
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**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre