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| **Department** | **PLACE – SCHOOLS 1ST SCHOOL MEALS** |
| **Job Title** | GENERAL ASSISTANT |
| **Grade** | GRADE 1 SCP 11 |
| **Primary Purpose of Job** | Support the School Meals Service food production function |
| **Reporting To** | Primary Unit Manager |
| **Staffing**  **Responsibilities** |  |

**Main Duties**

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| **1** | To assist with the preparation and service of food and beverages. |
| **2** | To assist in the clearing, cleaning and wash-up areas. |
| **3** | To maintain a high standard of personal hygiene, and kitchen and work practice hygiene in accordance with legal requirements and Commercial Services working standards. |
| **4** | Be aware of Health and Safety procedures, and food safety working practices in the workplace. |
| **5** | To be flexible and work at other units within the service if and when required |
| **6** | To operate point of sale units associated with meal payments – (secondary school only) |

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| **Date Job Description prepared/updated:** | **May 2017** |
| **Job Description prepared by:** | **E Long** |



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| **Department** | | | **PLACE – SCHOOLS 1ST SCHOOL MEALS** | |
| **Job Title** | | | **general assistant** | |
| **Stage One** | | 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 practice and Health and Safety requirements. | | | Application Form / Interview |
| 2. | To be able to clean food production areas, equipment and utensils. | | | Application Form / Interview |
| 3. | Ability to work as part of a team and under own supervision using initiative. | | | Application Form / Interview |
| 4. | Ability to plan and prioritise work in order to meet deadlines. | | | Application Form / Interview |
| 5. | Ability to communicate with a wide range of customers, both verbally and in writing. | | | Application Form / Interview |
| 6. | Demonstrate accurate numeracy skills | | | Application Form / Interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Level 2 Food Safety Certificate or must be willing to undertake appropriate training within 6 months of appointment to post | Application Form/Interview/ Certificate |
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| **3. Work Related Circumstances** | | |
| 1. | Willing to undertake training outside of normal working hours. | Interviews |
| 2. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application Form  Interview |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. |  | |  |
| 2. |  | |  |
| **2. Experience/Qualifications/Training etc** | | | |
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| **Date Person Specification prepared/updated:** | **May 2017** |
| **Person Specification prepared by:** | **E Long** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.