

<b>Directorate:</b>	Salford L.A	<b>Section:</b>	Education
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## Job details

<b>Job title:</b>	General Catering Assistant
<b>Grade:</b>	Grade 1B £8.25-£8.60 P/H
<b>Location of work:</b>	Ellenbrook Primary School
<b>Directly responsible to:</b>	Cook Supervisor / Unit Manager
<b>Directly responsible for:</b>	N/A
<b>Hours of duty:</b>	11:30- 13:30
<b>Primary purpose of the job:</b>	To assist and contribute to the delivery of a quality school catering service.

## Main duties and responsibilities/accountabilities

1. Assist in providing a quality school catering service to all our customers by providing an efficient and helpful service at all times, responding to customer comments and complaints in a positive pro active manner.
2. Assist in the basic preparation and cooking of food and beverages.
3. Preparing, setting up and clearing of dining room before and after service including where necessary the movement and storage of dining room furniture.
4. Assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.
5. Setting up service counters and displays and the service of food and beverages ensuring correct portions served and food arranged attractively on the plate.
6. Washing, drying and the storage of crockery and kitchen utensils.
7. Assist in the receipt and storage of deliveries.
8. Removal of kitchen waste to prescribed refuse collection areas.
9. Ensure the correct tariff is charged, correct monies taken and cash is held securely at all times, relevant where cash systems in operation )
10. Able to attend meetings / training courses as required.
11. To undertake any other such duties that are reasonably commensurate with the level of this post.
12. The post holder must carry out their duties with full regard to the City Councils Equal Opportunities, Health and Safety and Community Strategy policies.

13. To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

### **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: October 2017**

**Prepared/revised by: Wendy Parkins**

**Agreed job description signed by holder:**

Job title	Grade	Directorate	Location
General Assistant	Grade 1B Scp 10 -13	Environment	Various

### 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 criteria 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.
1.	Basic literacy, numeracy, written and oral communication skills.	I. A
2.	Basic food preparation skills.	I.A
3.	Able to demonstrate excellent customer service skills.	I. A
4.	Must be able to communicate effectively with customers and colleagues and demonstrate the ability to understand simple written instructions.	I .A
5.	Must be able to demonstrate an awareness of a high standard of hygiene both operational and personal.	I.A
6.	Must be able to demonstrate an awareness of safe working practices within the working environment.	I.A
7.	Must be willing to undertake and gain Basic Food Hygiene Certificate within 6 month of appointment.	I.

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Current Basic Food Hygiene Certificate	A.I.C.
2.	Experience of cash handling, using till (relevant in schools using cash system.)	A.I
3.	Relevant experience in school catering environment.	A.I
4	NVQ Level 1 Food Preparation and Cooking	A.I

Completed by	Date	Approved by	Date
Anne Brown	August 2012		

**Method of assessment (\* M.O.A.)**

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