**Job Description**

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| **Job title** | General Assistant (PVH) |
| **Grade** | Grade 2 |
| **Service/Team** | Together for Children  Derwent Hill |
| **Main purpose of job** | To complete routine or standard operational work and use basic tools or equipment to support the provision of a safe and effective frontline service, which is aligned to customer need. The work includes cleaning, service of food and drink, and general customer service duties.  To provide excellent customer service as part of the Derwent Hill Venue Team. |
| **Key responsibilities** | 1. Cleaning duties  2. Service of food and drink  3. General customer service duties as required |
| **Key tasks** | 1. Cleaning of all areas  2. Service of food and drink  3. Preparation of dining areas for meals  4. Washing up  5. Laundry  6. Assisting chefs in kitchen duties  7. Serving in the bar and shop  8. Moving furniture and setting up rooms as required  9. During appropriate periods use opportunities to develop your skills  10. Other reasonable duties as may be directed by the Centre Director  11. Contribute to Derwent Hill’s welcoming and supportive ethos, working flexibly  when necessary to support colleagues. |
| **Other duties/specific policies e.g. DBS** | The post holder must promote and safeguard the welfare of the children and young people that they are responsible for or come in contact with.  The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council  This post is exempt from the Rehabilitation of Offenders Act 1974 and will be subject to a criminal record check from the Disclosure and Barring Service (DBS). |