Northumberland County Council
JOB DESCRIPTION

Post Title: General Assistant	**Director/Service/Sector:** Schools		**Office Use**
Grade: 1	**Workplace:**		JE ref: SG55 HRMS ref:
Responsible to:	**Date:**	**Manager Lever:**	

Job Purpose: To assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager or Cook.

Resources	
Staff	None
Finance	Can handle small amounts of cash.
Physical	Shared responsibility for the careful use of equipment
Clients	Providing a catering service to internal or external clients

Duties and key result areas: Individually or part of a team :

1. Assist with the basic preparation, cooking and service of food and beverages
2. Setting up of the dining area, including washing tables etc.
3. Packing meals for transport to other locations where appropriate.
4. Transport meals between kitchen and serving or dining area as necessary
5. Preparation of other service points, as necessary.
6. Assistance with the service of meals and refreshments as required.
7. Clearance of the dining area and other service points after meal service.
8. General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.
9. Setting up of dining furniture as and when required.
10. Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems.
11. Assisting with the receipt and storage of goods, stocktaking and completion of daily monitoring sheets.
12. Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term.
13. Assistance with thorough checking of light kitchen equipment.
14. Assisting with the operation of vending services where necessary.
15. Assisting with special events as and when required.
16. Ensure compliance with Health and Safety legislation and School policies in all aspects but especially when using materials, tools and equipment.
17. Attend training sessions as and when required.
18. May be required to cover other sites and duties appropriate to the nature, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements: Working patterns: Working conditions:	

PERSON SPECIFICATION

Post Title: General Assistant	**Director/Service/Sector:** Schools	Ref: SG55
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
No specific knowledge and experience is required but, if not already possessed, the Basic Food Hygiene Certificates and City & Guilds Qualifications, described in the Desirable Column opposite, must be achieved within, ideally, six months of commencement. Basic literacy and numeracy.	Basic food hygiene certificate Nationally recognised qualification e.g. City & Guilds 706/1, NVQ Level 1 or 2 – Food preparation and cooking or equivalent	
Experience		
No specific experience is necessary but candidate must be capable of undertaking general duties, including basic food preparation, in a catering establishment.	Experience of general kitchen duties Cooking experience in catering establishment	
Skills and competencies		
Manual skills associated with food preparation Basic numeracy and literacy skills Physical skills related to the work	None	
Physical, mental and emotional demands		
Ability to work in a commercial kitchen environment Regular need to lift and carry items of a moderate weight Flexible approach to work times which may occasionally, be subject to variation Flexible approach to nature of duties performed	None	
Other		
A commitment to providing a quality service to customers A commitment to undertake job related training	A commitment to continuous personal development Driving licence Access to motor vehicle for your own use	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits