

Roseberry Academy Vacancy

JOB DESCRIPTION

Job Title	Kitchen General Assistant
Location/Base	Roseberry Academy
Reporting to	Cook / Academy Business Manager

1. Job Purpose

As General Assistant you will be responsible for supporting delivery of a high quality, customer focused catering service to pupils, staff and visitors to the school.

You will undertake a range of duties as determined by the cook including food preparation and service of food.

You will ensure all tasks are completed to the highest standard of hygiene, health and safety in food production and that you comply with company policies and procedures.

2. Main duties:

- Food preparation and production
- Cleaning of kitchen and food service areas, including equipment
- Preparation, delivery and service of hospitality as and when required.
- Maintaining the general tidiness and organisation of food service areas, "Clean as you go policy"
- Observing and enforcing all food hygiene policies, procedures and documentation (HACCP)
- Any other duties or tasks as required by the service, Cook or Business Manager

3. Working as part of a Team

- Listen and be open to the views of others
- Actively work to develop and maintain positive relationships with people
- Comply with all Enquire Learning Trust policies, procedures and protocols.
- Pay regard to materials and equipment.
- Seek advice and support from Team Leader whenever necessary.
- Maintain a professional appearance.
- Ensure corporate work wear supplied by Enquire Learning Trust is only worn at work, and manage no jewellery policy
- Create and maintain effective working relationships.
- Willing to be supervised
- Required to wear uniform as per company guidelines

Additional Responsibilities

Safeguarding

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

Health and Safety

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance within our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

Customer Care

Enquire Learning Trust are committed to providing the very best of homemade food and delivering a Focused service to our customers. All staff employed within the organisation are expected to treat pupils and staff with respect at all times during their contact throughout services we provide.

PERSON SPECIFICATION

POST TITLE: General Assistant

	Essential	Desirable
QUALIFICATIONS/ TRAINING:		<ul style="list-style-type: none"> Food Hygiene Certificate
EXPERIENCE:	<ul style="list-style-type: none"> Recent and relevant catering experience Staff supervision Cooking for similar numbers Experience of working as part of a team 	<ul style="list-style-type: none"> Experience of catering for school children Experience of catering for special diets
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> The ability to communicate with children and adults The ability to work to deadlines Be able to use own initiative and work as part of a team 	<ul style="list-style-type: none"> Knowledge of COSHH and Health & Safety regulations

PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Pleasant and friendly manner• Reliable• Professional approach• Self motivated• A commitment to working as part of the whole school team and supporting the vision and aims of the school	
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