



Washwood Heath  
Multi Academy Trust



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## **JOB DESCRIPTION**

**JOB TITLE: General Assistant**

**GRADE: GR1**

### **1.0 JOB PURPOSE**

- 1.1 To support the Kitchen Manager in the preparation, cooking and serving of food to a daily schedule. To promote the Catering Service at all times ensuring compliance with Customer Care Policies and to comply with regulations relating to Food Hygiene and Health & Safety.

### **2.0 ROLE AND RESPONSIBILITIES**

- 2.1 To assist in the basic preparation of food and refreshments, which may include some cooking.
- 2.2 To assist in the care and cleaning of all kitchen equipment.
- 2.3 To prepare dining rooms, including movement / lifting of dining room furniture and the laying of tables.
- 2.4 To erect and dismantle dining room furniture where necessary.
- 2.5 To serve meals and other refreshments in accordance with the Academy's needs.
- 2.6 To assist in the cleaning of the kitchen, dining room and kitchen equipment, including washing up, sweeping and mopping.
- 2.7 To assist in the checking and storage of deliveries.
- 2.8 To maintain appropriate standard of dress and appearance all times.



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- 2.9 To assist, when necessary, with promotional activities/special events. This may include occasional evening work, i.e. parents evening, taster sessions, etc.
- 2.10 To comply at all times with Washwood Heath Multi Academy Trust Policies and Procedures.
- 2.11 To ensure that all work is carried out in accordance with the legislative requirements of the regulations relating to Food Hygiene and Health & Safety.

### 3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Kitchen Manager

### 3.2 LEVEL OF SUPERVISION

- 1. Regularly supervised with work checked by Kitchen Manager
- 2. Left to work within established guidelines subject to scrutiny by Kitchen Manager.
- 3. Plan own work to ensure the meeting of defined objectives.

4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GR	NO	LEVEL OF SUPERVISION *
None			

### 5.0 SPECIAL CONDITIONS

- 5.1 Required to be available for catering weekend and evening school activities and special functions mounted by the school occasionally e.g. fund raising events, parent's/teachers meetings and Governors meetings.
- 5.2 To be available for work occasionally during school holidays to cover summer schools etc.



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- 5.3 To attain hygiene training, commensurate with your duties.
- 5.4 To attend training courses as required.
- 5.5 To hold a Level 2 Certificate in Food Safety
- 5.6 Term time working to school term dates.
- 5.7 To attend induction course (this may be on site or at Head Office).
- 5.8 To work 3 cleaning days per year that may fall in school holiday period.
- 5.9 There may be some flexibility required around start and finish times according to the needs of the service. Also you will be required to work at different schools within our Trust when the need arises.
- 5.10 To provide own footwear, which needs to be flat and enclosed with non-slip soles.
- 5.11 Washwood Heath Multi Academy Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

AGREED BY .....

DATE.....

SIGNED.....

