

## JOB DESCRIPTION & SHORTLISTING CRITERIA

### GENERAL KITCHEN ASSISTANT

- 1. Job Purpose:** To actively participate in the daily operation of the Catering Unit under the direction of the Catering Supervisor or Sixth Form Cook as required.
- Team participation and good working relations with staff and pupils are essential:
- to provide an efficient hygienic service
  - to achieve customer satisfaction
  - to promote sales within the unit
- 2. Responsible To:** The Catering Supervisor/Sixth Form Cook as required.
- 3. Duties & Responsibilities:**
- 3.1 The basic preparation of food and beverages including the preparation of vegetables and snacks.
  - 3.2 Simple cooking including the reconstitution of prepared food.
  - 3.3 The transferring and serving of meals.
  - 3.4 General kitchen and dining room duties including washing up, setting up and clearing away equipment and tables, cleaning of the kitchen and dining room surrounds and equipment to include all work surfaces, dining furniture, floors and walls.
  - 3.5 The school operates a SMART card system which is cashless. You will be required to operate a till on this system.
  - 3.6 Duties as delegated in connection with the services provided, eg stocking of vending machines.
  - 3.7 The cleaning of all equipment and surfaces up to a height of 3.35 m above floor level where suitable equipment is provided for safe working (ie. long handled brushes, mops, sponge mops where available.)
- 4. General Conditions:**
- 4.1 All duties must be carried out to comply with:
    - (a) The Health & Safety at Work (NI) Order 1978.
    - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
    - (c) Codes of Practice.
  - 4.2 All duties will be carried out in the working conditions normally inherent in the particular job.
  - 4.3 All necessary paperwork must be completed.
  - 4.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

- 5. Training:**
- 5.1 Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.
  - 5.2 Employees will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the Authority for the higher level duties to be carried out.

Such Training May Take Place During Holiday Periods.

- 6. Wage Rate:** Scale Points 6 – 8 (£6.5706-£6.9398 per hour). [Sept. 2008 rates]

**Two Positions**

One will be for 30 hours per week during term-time [Sixth Form] 9.00 am – 3.30 pm which includes a 30 minute unpaid lunch break.

The second post will be for 17½ hours per week during term-time 11.30am–3.30pm which includes a 30 minute unpaid lunch break. You will also be required to be available to work 5 days before the start of the Autumn term.

Easter Holidays:	3 days at full pay Remainder at half pay
Summer Holidays:	1 month at full pay Remainder at half pay
Christmas & New Year:	3 days at full pay Remainder at half pay.

All other holidays including mid-term breaks will receive full pay.

Appointment on the salary scale will be dependent on previous experience in the school meals service. Progression along the scale will be dependent on satisfactory performance.

As this is a term-time position you are not permitted to take holidays during term time. Absence from work during term-time will be unpaid unless covered by arrangements for special leave.

- 7. Essential Criteria:** Applicants must have experience of working in a catering establishment and have a basic knowledge of food preparation and hygiene.

The successful candidate must be flexible in approach and be comfortable dealing with young people.

**Desirable Criteria:** Experience of the operation of a till.  
A Basic Food Hygiene Certificate.

Staff appointed to The Wallace High School catering service are required to be prepared to work in both catering units.

**Closing Date:** **Friday 3 July 2009 at 4.00 pm**