

Job Description

Department	Kitchen Catering Team
Job Title	General Assistant
Grade	Grade 1
Primary Purpose of Job	Support the School Meals Service food production function. To work as part of the kitchen team to deliver the school catering provision by assisting the preparation, cooking and servicing of meals and dining room arrangements.
Reporting To	Kitchen Manager
Direct Staffing Reports	N/A

Main Duties

1	To ensure that all food storage, handling, preparation, presentation and service are carried out in accordance with the specified level of quality, portioning, variety, hygiene and safety
2	Assist in the receipt and storage of deliveries.
3	Prepare and cook food items to maintain a high standard in accordance with service and legislative requirements, including blended meals.
4	Setting up service counters and displays and the service of food and beverages ensuring correct proportions serviced and food arranged attractively on the plate.
5	Assist in the washing, drying and the storage of crockery and kitchen utensils and the removal of kitchen waste to prescribed refuse collection points.
6	Assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.
7	To observe and implement the Health and Safety Policy of the Authority and to comply with Food Safety Regulations in all aspects of food handling, kitchen cleanliness (COSSH) and staff personal hygiene
8	To assist in the promotion of the service at special events such as parent evenings and theme days etc.
9	To have or be willing to gain allergy awareness training and have knowledge or experience in preparing and cooking blended meals.
10	To maintain good working relationships with all school employees.

Our Values:

Accountability, Determination, Honesty and Respect, Making a Difference, Working Together

11	To be flexible and able to work at both Upper and Lower Sites.
Date Job Description prepared/updated:	29.06.26
Job Description prepared by:	D Howorth / K Middleton

Person Specification

Department **Kitchen Catering Team**

Job Title General Assistant

Stage One	Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk)) are guaranteed an interview if they meet the essential criteria for the role	
The Minimum Essential Requirements for the above Post are as Follows:		Method of Assessment
1. Skills and Knowledge		
1.	Understanding of safe hygiene practice and Health and Safety requirements.	Application Form/Interview
2.	To be able to clean food production areas, equipment and utensils.	Application Form/Interview
3.	Ability to work as part of a team and under own supervision using initiative.	Application Form/Interview
4.	Ability to plan and prioritise work in order to meet deadlines.	Application Form/Interview
5.	Ability to communicate with a wide range of customers, both verbally and in writing.	Application Form/Interview
6.	Demonstrate accurate numeracy skills	Application Form/Interview
	Competencies – Please note the council's corporate competencies, which are essential for all roles, are below in the Core Competencies section	Interview

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2. Experience/Qualifications/Training etc		
1.	Level 2 Food Safety Certificate or must be willing to undertake appropriate training within 6 months of appointment to post	Application Form/Interview
3. Work Related Circumstances		
1.	All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services	Interview
2.	The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work.	Interview
3.	Willing to undertake training outside of normal working hours.	Interview
6.	This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s)	Application form/Interview
STAGE TWO	Will only be used in the event of a large number of applicants meeting the minimum essential requirements	
Additional Requirements		Method of Assessment
1. Skills and Knowledge		
1.		
2.		
2. Experience/Qualifications/Training etc		
1.		
2.		

Date Person Specification prepared/updated

Person Specification prepared by

These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self & Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality & Diversity

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

Health & Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by The Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

Our Values:

Accountability, Determination, Honesty and Respect, Making a Difference, Working Together

The values of an organisation are those key principles by which people are expected to work to day to day. They're our culture and help define what is expected of each and every one of us.



Accountability

take responsibility for actions,
stand by decisions...

Determination

don't give up, remain positive and
open to new ideas...



Honesty and respect

be truthful, open, fair, treat others
how you want to be treated...



Making a difference

work to a high standard, provide a
quality service, keep it simple...

Working together

share knowledge, support,
collaborate for better outcomes...

