



## Job Description

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<b>Post:</b>	General Assistant
<b>Accountable to:</b>	Head Chef
<b>Salary:</b>	JE2 SCP 2 – 5, £23,877 - £24,961 per annum pro-rata'd to term time only
<b>Working Pattern:</b>	35hrs a week, 6:45am - 2:15pm, Term time only, 39 weeks a year.
<b>Location:</b>	City of London Academy (Southwark)
<b>Disclosure level:</b>	Enhanced

### Main Purpose

- To assist with food preparation and the cleanliness of the Kitchen, serving areas and dining spaces, putting away deliveries and washing up duties.
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### Key Accountabilities

#### Specific responsibilities:

##### *Food preparation*

- To assist in the preparation of food as and when required.
- Provide meals of a high standard for students, staff and visitors
- To make sandwiches / rolls etc.
- To prepare and cook vegetables as and when required.
- To fill chiller cabinet as and when required.
- To assist cook or manager with any food preparation.

##### *Food service*

- To assist customers when necessary, always being polite and courteous.
- To maintain high standards of presentation of food.
- To replenish counters throughout service.
- To control portion sizes and wastage.
- To be aware of menu items and prices.
- To serve food as and when required.

##### *Hygiene / Cleaning*

- To wash up and tidy up in between food preparation.
- To be aware of hygiene regulations and maintain high standards of health, safety and hygiene.
- To use the temperature probe supplied to check temperatures of food items prior and during food service times.
- To maintain the correct procedures for handling and storing food, rotating stock where necessary.
- To regularly clean equipment and surfaces thoroughly.
- To dispose of rubbish as and when necessary.

##### *Operating Till System*

- To assist in operating the till when required.
- To refer to price lists and follow correct procedure.

#### *Health and safety*

- To follow policy on safety as outline with training.
- To wear full uniform in all food areas with safe shoes which must be kept clean and smart.
- To operate dangerous machinery only after full training is given.

#### *Standards will be judged by*

- Personal appearance and time keeping.
- The degree of co-operation with work colleagues and customers.
- The skill, care and speed with which duties are performed.
- The tidiness and appearance of the unit at all times.
- Hygiene standards.
- The quality of food preparation.
- To cover any area in the establishment as and when required.

#### *Support for Students and Staff*

- Participate in special functions and Academy events such as, parents evenings, open mornings/evenings as required

#### *Other*

- To undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level within the Academy.

#### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

#### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

# City of London Academy Southwark

## Person Specification



### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
<b>Qualifications</b>		
UK Food hygiene certificate or willingness to complete prior to commencement via online training	Y	
Previous experience of working as a General Assistant and / or in catering industry	Y	
<b>Experience, Skills and Knowledge &amp; Personal Qualities</b>		
A commitment to high standards of service delivery	Y	
To be able to use the till and follow relevant financial procedures	Y	
Experience of developing, implementing and monitoring service standards		Y
A confident manner, with excellent communication and customer service skills, with front of house responsibility	Y	
A professional approach and comply with high customer standards	Y	
Ability to work on own initiative	Y	
Good organisation skills	Y	
Ability to be self-motivated	Y	
Ability to demonstrate relevant post training experience in a customer-led environment	Y	
Professional approach	Y	
A tidy professional appearance	Y	
To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Y	
Full UK drivers licence		Y
<b>Other</b>		
To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	