

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	General Assistant
<u>PAY BAND :</u>	Band 2
<u>JOB EVALUATION NO.</u>	A414
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the UNIT Manager and is ultimately responsible to the School Meals Catering manager
<u>JOB PURPOSE :</u>	To assist in the preparation and delivery of the school meals service using high standards of food hygiene/handling and safe working practices, along with promotion of the school meals service
<u>POST NO.</u>	D10633
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Assist in the preparation and delivery of School Meals services including:
 - (a) Basic food preparation
 - (b) Serving meals
 - (c) Setting up tables and chairs
 - (d) Clearing/cleaning tables and equipment
 - (e) Washing up
2. To work in compliance with the health and safety at work legislation and food hygiene and handling requirements.
3. To ensure a high standard of work is maintained in accordance with Quality Systems and current work practices.
4. To promote the School Meals Service to the customers, visitors to school and to the community.
5. Ensure a clean and presentable image at all times.
6. Provide a service within any other catering unit, as required.
7. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

8. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
9. Carry out your role in line with the Council's Equality agenda.
10. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.
12. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
13. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
14. This post involves frequent contact with, and occasional responsibility for, children
15. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
16. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Council.

Date: March 2019

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

GENERAL ASSISTANT

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

POST NO – D10633

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Basic Food Hygiene Certificate		D
	Experience & Knowledge		
2	Demonstrable level of literacy and numeracy to be able to carry out the requirements of the post	E	
3	Previous catering experience		D
4	Knowledge of food hygiene		D
5	Knowledge of health and safety at work		D
	Skills		
6	Able to work successfully as part of a team and on own initiative	E	
7	Ability to communicate orally to a range of audiences	E	
	Personal Attributes		
8	Able to remain calm under pressure	E	
9	Able to maintain a high standard of customer service	E	
10	Customer focused and confident when dealing with pupils and school staff.	E	
	Special Requirements		
11	Reliable, with a flexible approach to work	E	
12	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
13	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
14	Suitability to work with children.	E	
15	Satisfactory Enhanced Disclosure and Barring Service Check	E	