



## **JOB DESCRIPTION**

<b>Post:</b>	General Assistant (Part Time - Permanent)	<b>Analyst:</b>	Tom McLeister
<b>Date:</b>	20 <sup>th</sup> December 2023	<b>Department:</b>	Canteen
<b>1. <u>JOB DETAILS</u></b>			
<b>a. Reports to:</b>	Catering Manager		
<b>b. Responsible for:</b>	N/A		
<b>c. Working hours:</b>	<b>Monday to Friday, 11.55 a.m. – 3.10 p.m.</b> (includes 15 minutes break)		
<b>2. <u>JOB SUMMARY</u></b>			
To actively participate in the daily operation of the Canteen under the direction of the Catering Manager.  Team Participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.			
<b>3. <u>KEY TASKS</u></b>			
<b>3.1</b>	The basic preparation of food and beverages including the preparation of vegetables and snacks using appropriate equipment.		
<b>3.2</b>	Simple cooking including the reconstitution of prepared food.		
<b>3.3</b>	Organisation and control of food service points.		
<b>3.4</b>	The transferring and serving of meals and snacks.		
<b>3.5</b>	Maintain regular contact with the central kitchen, if applicable, with regard to all aspects of service delivery.		
<b>3.6</b>	General kitchen and dining room duties including washing up, clearing away equipment including tables and chairs. The cleaning of the kitchen, dining hall and equipment including floors and walls.		
<b>3.7</b>	Undertake duties as delegated in connection with service position.		
<b>4. <u>GENERAL</u></b>			
<b>4.1</b>	Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy.		
	All duties must be carried out to comply with:		
<b>4.2</b>	<ul style="list-style-type: none"> <li>a. The Health and Safety at Work (N.I.) Order 1978;</li> <li>b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;</li> <li>c. Agreed Codes of Practice; including the COSHH Regulations, HACCP and Safe Working Practices manuals;</li> <li>d. Any other statutory regulations which may apply.</li> </ul>		
<b>4.3</b>	All duties will be carried out in the working conditions normally inherent in the particular job, including any agreed flexible working hour's arrangement.		
<b>4.4</b>	When carrying out any kitchen / cleaning duties, protective clothing or work wear issued <b>must</b> be worn.		
<b>4.5</b>	Only flat-soled enclosed-toe footwear should be worn at all times when carrying out cleaning duties (mules, open-toed sandals or flips flops are NOT allowed).		
<b>4.6</b>	Any equipment issued must be cared for in an appropriate and safe manner, with any defects being reported immediately.		
<b>4.7</b>	All necessary paperwork must be completed.		
<b>4.8</b>	Undertake duties as required to assist with out-of-hours functions.		
<b>4.9</b>	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.		
<b>4.10</b>	Undertake any other reasonable duties that may be requested.		

**Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.**