



National Star

Realising the aspirations
of people with disabilities

JOB DESCRIPTION

General Assistant

Organisational Responsibilities: Reports to: Chef

Job Overview

To assist in the provision of excellent catering services, meeting NS, students and residents expectations.

Duties and Responsibilities:

- To co- operate with all catering team and undertake duties as requested to ensure effective and efficient service
- Clean and prepare service and dining areas as required
- Prepare food and beverages for service, and to a high standard and as duty chef instructs
- To establish and maintain a high level of customer service for students
- Project a willing and helpful attitude whilst at work.
- To seek appropriate/necessary knowledge of specialist diets and allergens and support chef in delivering these to students and residents.
- Work in a safe and efficient manner, observing health and safety guidelines and machinery manufacturers' instructions, and comply with uniform and protective clothing/footwear requirements.
- To adhere to and comply with organisation policies and procedures at all times
- To be aware of COSHH regulations and use appropriate protective equipment when using chemicals
- Prepare and participate in special functions/activities which may be outside normal working hours
- Undertake any other duties which may be reasonably requested by the Catering Manager or Head Chef
- Undertake mandatory and job-relevant training
- Attend team meetings
- Adhere to any rota/schedules laid down by Student catering manager
- Support the ethos of the organisation and be fit to work with vulnerable adults and children
- To show commitment to your role and be a positive ambassador for NS

PERSON SPECIFICATION – General Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience of working as part of a team 	<ul style="list-style-type: none"> • Previous catering experience
Qualifications	<ul style="list-style-type: none"> • Commitment to achieving food hygiene certificate 	<ul style="list-style-type: none"> • Food Hygiene certificate
Skills & Knowledge	<ul style="list-style-type: none"> • Good organisational skills • Customer service orientated • Follow health and safety procedures • Able to keep accurate records 	<ul style="list-style-type: none"> • Catering experience • Experience of catering procedures such as basic food preparation, cleaning and clearing food production areas. • Knowledge of food legislation
Personal	<ul style="list-style-type: none"> • Team player • Good communication skills • Self-motivated • Sensitive to the needs of students • Energetic and enthusiastic 	

Our Vision

A world in which people with disabilities are able to realise their potential as equal and active citizens in control of their lives.

Our Mission

To enable people with disabilities to realise their potential through personalised learning, transition and destination service.

Safeguarding

National Star takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children and requires that all staff share this and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.

Equality & Diversity

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

Health & Safety

Promote the Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department

Received by

Date of issue.....