**Job Description**

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| **Job Title:** | **Senior General Assistant** |
| **Employer:** | **Dollar Academy** |
| **Job Summary:** | Reporting to the Head Chef, the Senior General Assistant will supervise the General Assistants ensuring timely and high-quality food preparation and service, cleanliness of dining hall and adherence to all health and safety legislation |
| **Key Responsibilities and Duties** | * Supervise the General Assistants, only escalating serious concerns to the Head Chef. This includes management of rotas and breaks * To encourage and promote harmonious working relationships and lead by example * Supervise and assist with the service of food and beverages to all customers * Ensure deadlines are met and food service occurs on time * To supervise and assist with the clearing of food from serveries and dining hall swiftly and efficiently * Ensure cleaning of services and dining hall; all floors and surfaces * Manage cleaning process ensuring correct stock levels and storage of cleaning equipment and chemicals * Manage deep clean of all areas at varying times throughout the academic session * Responsible for General Assistant training related to correct use of chemicals and manual handling * Ensure self and General Assistants observe highest standards of cleanliness in kitchen and ancillary areas * Support the Catering Manager in the arrangement of events   **Miscellaneous**   * Participate in training and development as required * Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy * Undertake any duties commensurate with grade |

**Person Specification**

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| **Qualifications** | * The Royal Environmental Health Institute of Scotland (REHIS) or equivalent Food Hygiene Certificate * Allergen Awareness Certificate |
| **Knowledge and Experience** | * Previous experience of managing a team * Front of house experience * Proven experience of working in a high-volume industrial kitchen |
| **Skills and Attributes** | * Proven ability to motivate a team * Excellent customer service skills * First class organisation, interpersonal, communication and negotiation skills * Ability to work to tight and, at times, conflicting deadlines |