Job Description

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

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