



## General Assistant

### Job Description and Person Specification



**FARMS** FOR  
**CITY CHILDREN**

[farmsforcitychildren.org](https://farmsforcitychildren.org)

# Job Description – General Assistant

## Summary

The General Assistant supports the efficient running of a large residential accommodation for groups of up to 36 children and their accompanying adults. As an important part of the team, the person in this role will work closely with the Office Manager, Farm Operations Manager and Kitchen Manager to ensure the needs of resident groups are met and that the highest standards of health and safety, hygiene and cleanliness are maintained. This role will have regular and direct contact with our visiting children and adults and includes an opportunity to develop the skills working with groups out on the farm, with a key role supporting their learning and maintaining a warm and friendly relationship throughout their stay.

## Main responsibilities

- To support the Housekeeper in ensuring that the house is clean and tidy, the laundry is well managed and handwashing facilities are kept clean and well stocked
- To support the Kitchen Manager in providing a high quality, nutritionally balanced, varied and healthy menu of home-made meals for all visitors and staff, to excellent hygiene standards
- To support day-to-day farming activities, including feeding animals, cleaning pens and equipment, site maintenance, gardening and orchard work, produce recording and shop administration
- Supporting and delivering sessions with young people, and events, to create a safe and child-centred environment in which all visiting children flourish
- Project work related to increasing our impact, improving our offer to young people and public events

## Strategy, Ethos, and Values

- Champion quality and excellence, seeking-out and sharing constructive feedback from beneficiaries to support the continual evolution of the operations at Wick Court
- Model the values and ethos of the Charity and ensure these are upheld at all times

## Continuous professional development

- Maintain a commitment to continuous professional development including undertaking professional and technical training as required by the Charity
- Keep abreast of best practice, by developing links with others within our organisation

## General

- Attend and contribute to Health and Safety and team meetings, proactively contributing ideas and suggestions in advance
- Any other work as directed by the Farm School Manager, appropriate to the role

These duties are not exhaustive and you will be required to undertake other duties outside of this job description as required to fulfil the role.

## Person Specification – General Assistant

### Knowledge and Experience

#### Essential

- A friendly and supportive colleague who fosters constructive and collaborative relationships across the Charity and seeks opportunities to share knowledge and learn from others
- Self-driven, with the ability to plan, prioritise and manage time effectively
- Calm under pressure
- An engaging communicator with the ability to connect with children of all ages

#### Desirable

- Experience of working in an outdoor setting
- Relevant experience of working in a housekeeping or kitchen environment
- Training in Food Hygiene or COSSH
- Experience of working with children and undertaking training in Safeguarding