**Job Title Catering Assistant**

**Grade – Scale 1**

**Job Description**

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| **Job Purpose** |
| * To assist with the production of school meals, ensuring an efficient operation, compliant with Food Safety regulations
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| **Major Tasks**  |
| * Assist the Catering Supervisor with the Catering operation in designated unit including:
* the production of meals
* serving of the lunch time of meals
* general kitchen and dining room duties
* wash up and clean kitchen during and after service including equipment, floors, walls
* to ensure the Kitchen is compliant with all Food Hygiene and Health and safe Legislation
* Ensure tasks are carried out in line with Food Hygiene and Health and safety Legislation
* Assist to set up dining room , tables , service trolleys’
* Clean and tidy dining room after service
* Ensure the safe storage of food provisions, temperature checks are recorded
* Attend training Courses
* In the absence of the catering supervisor Ordering Provisions and materials for production of meals in line with Council policy
* Deputise for the catering manager during absence from unit and Completion of records, time sheets, meal production information, food wastage, production cost, stock takes, weekly returns information when appropriate
* Assist with the Collection and recording of dinner money, recording on Catering Management system, banking of money, completion of recording of banking documentation in line with Council policy
* Adhere to all Policy and Procedures, and comply with Food Safety Legislation
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| **Contacts & Relationships** |
| * Catering Group Manager - Site Visits
* Team Leader - Site visits, briefings, monitoring of unit, staffing
* Catering Supervisor - day to day operation
* School Staff - informing of catering activity
* Pupils - Lunch time service
* Parents - Special promotional events
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| **Creativity** |
| * Assist the Catering Supervisor to promote schools meals and increase uptake, theme days, parent lunches, parent evenings, tasting sessions
* Encourage pupils to try new food and have a healthy diet
* Developing and promoting service in conjunction with Catering supervisor
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| **Decisions** |
| * Allocation of tasks in a unit
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| **Management & Supervision** |
| * The post holder will not have any Supervisory duties
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| **Supervision Received** |
| * The post holder will be managed by the Unit Catering Supervisor
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| **Complexity** |
| * The post holder must be able to demonstrate good Meal Production skills
* Ability to work in a busy environment
* Ensure kitchen meets Environmental Health Requirements and Comply with Food Safety Legislation
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| **Resources** |
| * Post holder will depending on hours within the kitchen use the till for lunchtime to record pupils meals
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| **Impact** |
| * The role is to support with the providing a meal to pupils and Staff within a school environment
* To support in the preparation of foods, specifically involvement in food preparation from ingredients.
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| **Physical Demands** |
| * The post holder will be standing for the whole of their shift
* The post holder is subject to a variety of Physical demands inclusding pushing and pulling (moving)mobile food trolleys, other trolleys to service point; the putting out and away tables and chairs for lunchtime and the cleaning of a commercial kitchen plus clearing and cleaning of the dining hall including tables and chairs.
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| **Working Environment** |
| * Based within a school commercial kitchen-adverse to hot conditions in the summer and cold in the winter due to the opening and closing of the door. Will also need to handle and be close to hot and cold food/equipment and frozen supplies.
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| **Emotional Context**  |
| * The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information (such as disclosure) that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information.
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| **Other** |
| * The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.
* The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.
* The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.
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**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good Standard of Education , Catering Experience
* NVQ Level 1 – Food Preparation
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| **Experience** | * Some experience of working in a similar role would be beneficial
* Experience of food production
* Food Safety knowledge
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| **Knowledge** | * Some knowledge of operational Catering ,
* You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others
* Awareness and understanding of current legislation and guidelines relating to nutrition, food and hygiene, health and safety and COSHH
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| **Skills** | * The ability to work in an organised manner
* Ability to work under pressure
* Good communication skills for working with catering team, School Staff, Parents
* The ability to understand direct instruction from your Catering Supervisor or Team Leader
* Flexible approach, willing to take on new ideas to improve the service to the customer
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| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
* Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.
* Demonstrates a professional approach which generates credibility and confidence.
* The ability to work independently but also are a good team player when the need arises.
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| **Fluency Duty** | * This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.
* The postholder can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | X |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>