

Job Title Catering Assistant

Grade: National Living Wage (for those aged 21 or over), £11.44 per hour
National Minimum Wage (for those of at least school leaving age), aged 18-20
£8.60 per hour, under 18 £6.40 per hour.

Job Description

Job Purpose
To assist as directed, with all aspects of the preparation and service of food, drinks and cleaning to the standards required by the Council.
Major Tasks
Assist the Hospitality Manager with the catering operation in the Outpost Café, including: <ul style="list-style-type: none"> • Taking food and drink orders • Handling cash and electronic payments • Assist with food preparation • Service of food • General cafe and service area duties • Wash up and clean kitchen during and after service • Ensure the kitchen is compliant with all Food Hygiene and Health and Safety legislation • Assist with set up in the café and service areas • Clean and tidy the cafe and service areas • Attend training courses relevant to the role • Adhere to all policy and procedures and comply with Food Safety legislation
Contacts & Relationships
<ul style="list-style-type: none"> • Councillors and Council employees • Members of the public
Creativity
<ul style="list-style-type: none"> • Developing and promoting the Outpost Cafe in conjunction with the Hospitality Manager
Decisions
<ul style="list-style-type: none"> • Use discretion in identifying and resolving issues. • Recommend changes to processes and systems to support the requirements of the Council. • Determine when problems should be escalated to a higher level.
Management & Supervision
<ul style="list-style-type: none"> • The post holder will not have any supervisory duties
Supervision Received
<ul style="list-style-type: none"> • The post holder will be managed by the Hospitality Manager.
Complexity
<ul style="list-style-type: none"> • The post holder must be able to demonstrate excellent customer service skills • Ability to work in a busy environment • Ensure kitchen meets Environmental Health requirements and comply with Food Safety legislation

Resources
<ul style="list-style-type: none"> • Kitchen equipment
Impact
<ul style="list-style-type: none"> • The role is to support with serving food and drinks in a community cafe environment
Physical Demands
<ul style="list-style-type: none"> • The post holder will be standing for the whole of their shift • The post holder is subject to a variety of physical demands including putting out and clearing away equipment e.g tables and chairs. • Cleaning of a commercial kitchen and service areas
Working Environment
Based within a commercial kitchen-adverse to hot and cold conditions. Will also need to handle and be close to hot and cold food/equipment and frozen supplies.
Emotional Context
The post holder is not expected to deal with upsetting or emotional demands as part of the role but will have a duty to report any matters arising in a timely manner without delay.
Other
<ul style="list-style-type: none"> • The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. • The post holder will be expected to actively follow Oakengates Town Council policies, including those such as Equal Opportunities, Data Protection, Freedom of Information and Code of Conduct etc. • The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Qualifications	Essential	Desirable
Good standard of education	✓	
Basic food preparation skills equal to NVQ 1 or equivalent experience	✓	
A food safety qualification or be willing to obtain this		✓
Allergen awareness qualification or be willing to obtain this.		✓
Experience		
Some experience of working in a similar role	✓	
Experience of food production	✓	
Food safety knowledge	✓	
Knowledge & Skills		
Some knowledge of commercial catering Flexible approach, willing to take on new ideas to improve the service to the customer	✓	
Awareness and understanding of current legislation and guidelines relating to nutrition, food and hygiene, health and safety and COSHH	✓	
The ability to work in an organised manner	✓	
Ability to work under pressure	✓	

Good communication skills for working within a catering team and members of the public.	✓	
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	✓	
Personal Skills		
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 in the new employee's induction pack.	✓	
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	✓	

Type of criminal records checks required for this post	
None	
Basic Disclosure	✓
Standard Disclosure	
Enhanced Disclosure	
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>

This post is not subject to political restrictions.