ROLE PROFILE

Human Resources and Organisational Development

Role Profile					
Job Title	Catering Assistant	**Job No.** (Office Use)	E64	**Grade/Grade range** (for career grades)	B
Department	People		**Division**	Education Learning and Families	
Section	Education Catering		**Team**	Various	
Reports to (Job Title)	Kitchen Manager		**Competency Job Type**	Customer Facing Worker	
Suitable for Job Share (Y/N)	No		**If No state reason**	Hours of work, consistency and continuity of service	
Location	Various school kitchens across Plymouth		**Shift Pattern**	Occasional requirement to work outside of normal working hours	
CRB check required	Enhanced				

Job Purpose	To work as part of a school kitchen team in the provision of meals to children at a preset time. To ensure that customer care principles are employed and client satisfaction is provided at all times. The post holder will have contact with children.

Decision Making	The job involves following instructions which define the tasks in detail within a busy kitchen environment. Minimal personal initiative is required and the job is subject to supervisory or customer checks or close supervision.

Accountabilities	• Assist with the preparation and cooking of food, wash dishes and clean kitchen areas • Set up and clean the servery for mealtimes. Stack tables and chairs before and after mealtimes • Assist with stock taking and rotation of food • Restock and service vending machines • Accept and store food deliveries, if required • Handle small amounts of cash and use tills, if required • Undertake other duties appropriate to the grade of the post

Demands	The post holder will stand or walk for most of the working time with a periodic requirement for high physical effort when lifting boiling pans and hot trays from ranges and moving dining room furniture.

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	Working to deadlines is a feature of the role, being part of a team that is required to produce food for mealtimes by a pre-set time. The post holder needs to concentrate on the surrounding environment as well as the task being completed.

Working Conditions	The post holder has considerable exposure to environmental conditions in the school kitchen from extreme heat, chemical hazards and noise.

Experience, Knowledge and Qualifications	**Essential:** • Catering experience, including chopping vegetables and serving food • Experience of working as part of a team working under pressure to meet deadlines • Knowledge of Health and Safety practice in a busy working environment. • Experience of working with children • Experience of cleaning areas to agreed hygienic standards **Desirable:** • Basic Food Hygiene Certificate • Knowledge of Health and Safety Legislation

Skills and Technical Competencies	• Speed and precision to complete kitchen tasks e.g. chopping vegetables • Literacy and numeracy skills required to keep basic work records and to exchange information with other staff, some tact may be required • Keyboarding skills may be required to use cash registers • Customer care skills to respond to queries and requests from children and school staff • Time and task management skills in order to prioritise work in an effective and productive way

Corporate Standards	• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its' policies and procedures. • Work within the requirements of the Councils' Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.

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