

ROLE PROFILE

Human Resources and Organisational Development



Role Profile

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| 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 | | | | |

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| 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. |
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| 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. |
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| Accountabilities | <ul style="list-style-type: none"> • 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 |
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| 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. |
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| Working Conditions | The post holder has considerable exposure to environmental conditions in the school kitchen from extreme heat, chemical hazards and noise. |
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| Experience, Knowledge and Qualifications | <p>Essential:</p> <ul style="list-style-type: none"> • 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 <p>Desirable:</p> <ul style="list-style-type: none"> • Basic Food Hygiene Certificate • Knowledge of Health and Safety Legislation |
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| Skills and Technical Competencies | <ul style="list-style-type: none"> • 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 |
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| Corporate Standards | <ul style="list-style-type: none"> • 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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