

# Catering Assistant

<b>Directorate:</b>	Education & Children's Services		
<b>Service:</b>	Learning & Skills	<b>Team:</b>	School & Residential Care Catering
<b>Location:</b>	Various	<b>Grade:</b>	Foundation Living Wage (FLW)
<b>Reports to:</b>	Unit Catering Supervisor	<b>Staff responsibility:</b>	No

## Job Description

<b>Job Purpose</b>
Provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties.
<b>Accountabilities/Responsibilities</b>
<ol style="list-style-type: none"><li>1. Prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.</li><li>2. Prepare the service area, hot cupboards and other equipment as instructed.</li><li>3. Assist in the preparation, cooking and serving of food and beverages as instructed.</li><li>4. Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.</li><li>5. Clean catering areas to regulated standards as directed.</li><li>6. Undertake on and off the job training as required by management.</li><li>7. Inform the Unit Supervisor of any defects in equipment or premises.</li><li>8. There may be a requirement to transfer to another catering contract unit within a reasonable geographical distance and reasonable notice.</li><li>9. Undertake any other duties that may be required for the effective operation of the catering establishment.</li></ol> <p><i>The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.</i></p>

## Other

- **Equal Opportunities**  
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**  
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**  
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**  
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**  
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

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## Person Specification

<b>Qualifications</b>
<ul style="list-style-type: none"><li>• Food hygiene certificate (Desirable)</li></ul>
<b>Experience</b>
<ul style="list-style-type: none"><li>• Customer care (Desirable)</li><li>• Health and safety in the workplace (Desirable)</li><li>• Working in the catering industry (Desirable)</li><li>• Food preparation (Desirable)</li><li>• Cash handling (Desirable)</li></ul>
<b>Knowledge, skills &amp; abilities</b>
<ul style="list-style-type: none"><li>• Good standard of personal hygiene (Essential)</li><li>• Ability to work under pressure and use own initiative (Essential)</li><li>• Ability to meet deadlines (Essential)</li><li>• Ability to work as part of a team (Essential)</li><li>• Good customer care skills (Essential)</li><li>• Wear uniform provided, ensuring it is clean and tidy and observing good hygiene standards at all times (Desirable)</li></ul>
<b>Other <u>essential</u> requirements</b>
<ul style="list-style-type: none"><li>• Flexible working approach to duties and working hours/pattern</li><li>• Commitment to attendance at work</li><li>• Attend training course as and when required</li><li>• Commitment to equality and diversity</li><li>• Commitment to health and safety</li><li>• Display the LCC values and behaviours at all times and actively promote them in others</li></ul>