

## Job Description *Catering Assistant*

<b>Service:</b>	Libraries, Museums, Culture and Archive	<b>Team:</b>	Lancashire Outdoor Education Service
<b>Location:</b>	Tower Wood Outdoor Education Centre		
<b>Salary range:</b>		<b>Grade:</b>	Foundation Living Wage (FLW)
<b>Reports to:</b>	House Manager	<b>Staff responsible for:</b>	N/A

<b>Job Purpose</b>
To assist in the delivery of high quality and cost effective service of food.
<b>Accountabilities/Responsibilities</b>
<ul style="list-style-type: none"> <li>• Assist the Catering Supervisor and/or Cook in the preparation, cooking and serving of meals.</li> <li>• Assist in the monitoring of the quality of food, portion control and preparation for dietary provisions and delivery of food service.</li> <li>• Maintain a high level of cleanliness in accordance with health and safety regulations. To include dining area, washing of equipment, utensils and machinery e.g. dishwasher and to undertake cleaning of other catering outlets on site.</li> <li>• Maintain a safe working environment, ensuring food hygiene and health and safety policies are adhered to and ensure defects and breakdowns are reported correctly.</li> <li>• Ensure all goods received are checked for quality and against original order. Maintain good stock rotation when storing.</li> <li>• Take an active role in the catering team, including attending meetings and undertake training deemed necessary.</li> <li>• To undertake other duties appropriate to running the catering service of the centre, which may include weekend, evening and Bank Holiday working.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>• <b>Equal Opportunities</b> 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.</li> <li>• <b>Health and safety</b></li> </ul>

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.

## Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## **Person Specification** ***Catering Assistant***

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• <b>Basic Food Hygiene Certificate</b></li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Preparation of food and portion control including allergen and special dietary needs*</li> <li>• Experience in food hygiene and health and safety procedures*</li> </ul>
<b>Essential knowledge, skills &amp; abilities</b>
<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on occasion unsupervised</li> <li>• Ability to work to deadlines, whilst maintaining a quality service*</li> <li>• Good organisational and communication skills</li> <li>• Knowledge of Health and Hygiene legislation and procedures*</li> <li>• Assist with other centre and service needs as directed</li> </ul>
<b>Other essential requirements</b>
<ul style="list-style-type: none"> <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>

