

Job Description Catering Assistant

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

Job Purpose

To assist in the delivery of high quality and cost effective service of food.

Accountabilities/Responsibilities

- Assist the Catering Supervisor and/or Cook in the preparation, cooking and serving of meals.
- Assist in the monitoring of the quality of food, portion control and preparation for dietary provisions and delivery of food service.
- 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.
- Maintain a safe working environment, ensuring food hygiene and health and safety policies are adhered to and ensure defects and breakdowns are reported correctly.
- Ensure all goods received are checked for quality and against original order. Maintain good stock rotation when storing.
- Take an active role in the catering team, including attending meetings and undertake training deemed necessary.
- To undertake other duties appropriate to running the catering service of the centre, which may include weekend, evening and Bank Holiday working.

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.

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

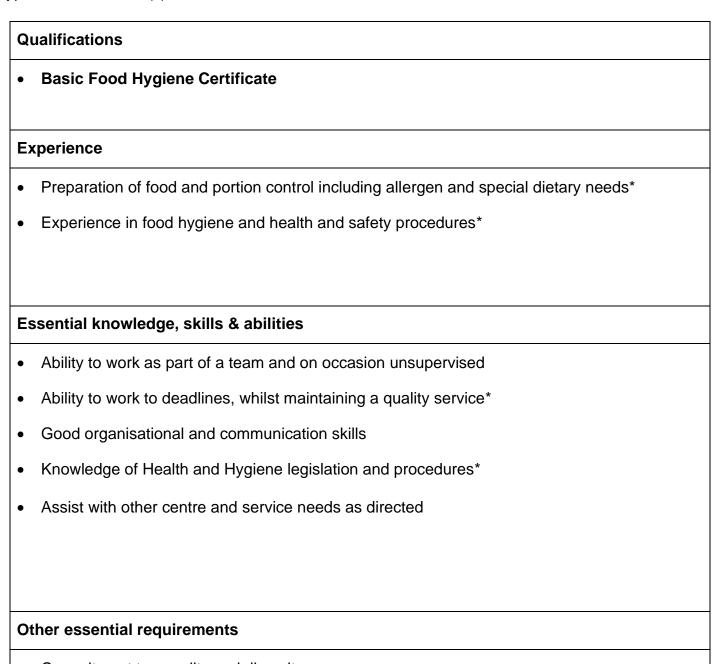
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.



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).



- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.

