

<p><b>Title</b> <b>Catering Assistant</b></p>	<p><b>Department</b> <b>Adult Social Care, Health and Public Protection</b></p>	<p><b>Post Ref.</b></p>
<p><b>Job Purpose</b> To provide a range of catering/cleaning services within the day services</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To assist in the provision of catering services within the local day service.</li> <li>2. To carry out work requested by Caterer ensuring adherence e to menus, food is of good quality, presented attractively and served at the appropriate time and in appropriate portion sizes.</li> <li>3. To carry out preparation of vegetables and any simple food preparation requested.</li> <li>4. Responsible for cleaning catering equipment surfaces and storage areas in accordance with the cleaning schedule.</li> <li>5. Responsible for cleaning catering equipment surfaces and storage areas in accordance with the cleaning schedule.</li> <li>6. To undertake general dining room duties as required.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Under the direction of the Caterer, service meals and support the preparation of a flexible snack service.</li> <li>2. To notify the 'named person' of equipment defects and ensure action is taken to effect repairs.</li> <li>3. To order stock in the absence of the Caterer.</li> </ol>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>		

**Person Specification: Catering Assistant**

**Education and Knowledge**

1. Either possess or have willingness to gain a certificate in basic hygiene.
2. Willingness to train in hygiene, safety and cooking to an appropriate level for the job.
3. Understanding and appreciation of the needs and feelings of disabled people

**Experience**

16. Related experience of cleaning and using equipment.
17. In working as part of a team in a similar situation.

**Personal skills and general competencies**

4. Puts into practice the Council's commitment to excellent customer care.
5. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
6. Works well with colleagues but also able to work on their own initiative.
7. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
8. Communicates in a non-judgemental manner with service users and staff and acts on constructive criticism.
9. Cooking skills, or a willingness to learn that will enable the person to act up when the Caterer is absent.
10. Able to maintain high standards of hygiene.
11. Prepared to work flexibly and with commitment to a need led service.
12. Willingness to undertake further training.
13. Willing to wear protective clothing including headwear and sensible footwear.
14. Willing to keep hair and beards tied back and tidy.
15. No skin or back joint complaints likely to be exacerbated by working in a kitchen

***Role Dimensions***

18. To Assist in COSHH and risk assessments allied to the use of chemicals, associated equipment and activity and comply with the resulting directions.
19. To assist in resolving day to day problems on behalf of service users and staff.
20. To take appropriate action in the event of an emergency.

*Please attach a structure chart*

Date June 2017