**JOB DESCRIPTION**

**DETAILS OF THE JOB**

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| **JOB TITLE**  | **Catering Assistant**  |
| **DEPARTMENT** | **The Maelor School** |
| **SERVICE/TEAM** | **Catering** |
| **REPORTS TO (JOB TITLE & JOB ID)** | **School Catering Manager** |
| **GRADE**  | **G02** |
|  |
| **IS WELSH ESSENTIAL or DESIRABLE FOR THE JOB (See Vacancy Management Form) - Criteria:** | **Please indicate as appropriate - Insert a Yes (essential) or No (desirable)**  |
| The post needs to assist welsh speakers – internal employees and/or service users | No |
| Is this a post in which contact with the public is its primary function (external)? | No |
| Is this a post providing a public service in a Welsh language community or will serve a welsh speaking area? | No |
| **VERSION CONTROL (INSERT DATE OF DEVELOPMENT)** | October 2014 |

SECTION 1: JOB PURPOSE

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| To undertake general kitchen duties including the preparation, simple cooking and serving of food. |

**SECTION 2: DIMENSIONS**

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| N/A |

**SECTION 3: PRINCIPAL DUTIES AND RESPONSIBILITIES**

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| --- | --- | --- |
| **NO.** | **Description of Principal Duty or Responsibility** | **APPROX % Time on each (min 5%)** |
| **1** | Basic preparation of food and beverages e.g. preparing vegetables, salad items, and fruit etc. Simple cooking e.g. preparation of snacks. | 40% |
| **2** | Transporting and serving meals to the customers, and completion of HACCP records. | 5% |
| **3** | General kitchen and dining room duties e.g. washing up, setting up and clearing away food and moving tables and chairs.  | 10% |
| **4** | Cleaning of the kitchen, its surround and equipment. | 10% |
| **5** | Undertake any other duties which are commensurate with the general nature and grade of the post, as instructed by the Cook in Charge. | 20% |
| **6** | Ensure compliance with corporate policies and procedures including the code of corporate governance, health and safety, risk management procedures and financial regulations. | 15% |

**SECTION 4: CONTEXT STATEMENT**

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| The post works within the Catering department. This post exists to assist the Catering Manager in the provision of a school meals service to The Maelor School. |

**Standard Job Description Clauses for all posts:**

**Job Evaluation:** This job description has been compiled to support the job evaluation process. The Council has adopted the GLPC Job Evaluation Scheme as from 2007.

**Other Duties:** The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with consent of the post holder.

**Review:** This is a description of the job as it is presently constituted. It is the Council’s practice to periodically examine job descriptions and update them to ensure they accurately reflect the job required to be performed or to incorporate proposed changes. The post holder will be consulted upon and all employees are expected to participate fully in such discussions. It is the Council's aim to reach agreement on reasonable change, but if agreement is not possible, the Council reserves the right to insist on changes to the job description after consultation with the individual concerned.

**1 - Standard Job Description Clauses for employee posts:**

**Equal Opportunities:** The post holder is required to carry out the duties in accordance with the Council’s Equal Opportunities Policies.

**Health and Safety:**  The post holder is required to carry out duties in accordance with the Council’s Health and Safety policies and procedures.

**Training:** The post holder is required to carry out duties in accordance with the Council’s Training and Appraisal policies and procedures.

**Council Policies:** The post holder is required to carry out duties in accordance with the Council’s policies and procedures, in particular data protection, confidentiality, ICT, code of conduct, employee handbook and customer care. Further information / advice is available from Human Resources and copies of these documents can also be found on the Intranet.

**Review:** This is a description of the job as it is presently constituted. It is the Council’s practice to periodically examine job descriptions and update them to ensure they accurately reflect the job required to be performed or to incorporate proposed changes. The post holder will be consulted upon and all employees are expected to participate fully in such discussions. It is the Council's aim to reach agreement on reasonable change, but if agreement is not possible, the Council reserves the right to insist on changes to the job description after consultation with the individual concerned.

**Safeguarding:** All employees working with children and or vulnerable adults have a responsibility to promote the welfare of children and vulnerable adults during the course of their work.

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**PERSON SPECIFICATION**

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| **Job Title** | Catering Assistant |
| **Job Evaluation ID** | 361 |
| **Grade** | G02 |

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Measured****by\*** |
| **Qualifications** |  |  |  |
| No formal qualifications required | n/a | n/a | n/a |
| **Training/Specialist Knowledge** |  |  |  |
| Basic Food Hygiene  |  | Y | F/I |
| Health and Safety  |  | Y | F/I |
| Manual Handling |  | Y | F/I |
| Nutrition |  | Y | F/I |
| Customer Care |  | Y | F/I |
| Experience in School Meals |  | Y | F/I |
| **Practical/Intellectual Skills** |  |  |  |
| Ability to communicate in Welsh |  | Y | C/I |
| Cooking ability |  | Y | I |
| Desire to progress, NVQ etc |  | Y | I |
| **Personal Attributes** |  |  |  |
| Able to meet deadlines |  | Y | F/I |
| Initiative |  | Y | F/I |
| Flexibility – other sites, times |  | Y | F/I |
| Professional, hygienic appearance | Y |  | F/I |
| Good interpersonal skills | Y |  | F/I |
| **Personal Circumstances** |  |  |  |
| Ability to travel across the County Borough to carry out work (e.g. attend meetings / visit clients or work sites) | Y |  | F/I |
| **Equality** |  |  |  |
| Knowledge of and commitment to Equality and Diversity | Y |  | F/I |
| Understanding of the importance of Welsh Language and Culture | Y |  | F/I |

\* Each of the requirements specified must be measurable. Please indicate the approach that will be taken to assess whether applicants meet the requirements:

F – Job Application Form C – Certificate of Qualification

I – Interview T – Test