

Stirling Council

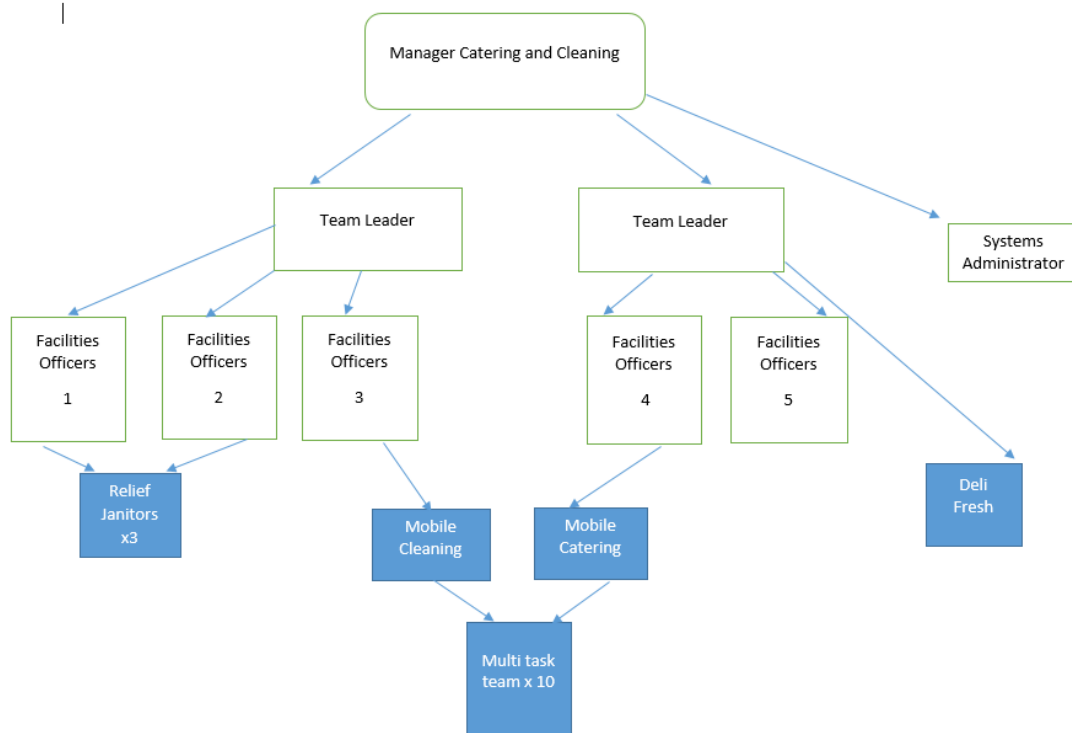
Job Description

This job description may be amended from time to time dependent on job requirements and Service provision.

Section A	Grading Section
Post Title: Catering Assistant	Eval Ref.
Location: Various Locations	Grade. G2
Reports to post (Title): Catering Supervisor	Date.
Position Number:	
Service: Integrated Facilities Management, Localities and Infrastructure	
Date: January 2018	

Section B ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).



Section C PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

To undertake, normally under general direction of a higher grade operative in a kitchen, the

preparation of food, basic cooking, food service, kitchen hygiene and health and safety, ensuring compliance with the Food Safety Act, Health & Safety at Work Act and subsequent legislation.

Section D

MAIN DUTIES and RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

1. Basic preparation of food and beverages, e.g. vegetables and snacks.
2. Simple cooking e.g. reconstruction of prepared food.
3. Serving of meals including transported meals to customers, temperature recording and sampling of foods as documented.
4. Maintain a high standard of kitchen hygiene and safety. This includes appropriate storage of all foods within the kitchen environment; recording of temperatures as documented is essential.
5. General kitchen and dining room duties, e.g. washing of crockery, cutlery and equipment; setting up and clearing away food and equipment, setting up of dining room tables and chairs, after service cleaning of dining room tables and chairs; cleaning of kitchen, its surrounds and equipment.
6. Operation of cashless catering system (where appropriate).
7. Maintain excellent personal hygiene in accordance with the Food Safety Act and any other relevant legislation.
8. To ensure compliance concerning regulations relating to Health and Safety in the workplace to self and others.
9. To participate in the provision of a cost effective, value for money Catering Service.
10. Participation in the encouragement of children to eat a balanced meal e.g. Hungry for Success/ Food for Life.

Section E

RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE

This section details responsibility for **physical assets**, eg. vehicles, buildings, stock control / procurement, **data**, eg. computers, record keeping, **finance** eg. budget holding / monitoring / cash handling.

Section F**COMMUNICATIONS SKILLS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the postholder.

Internal: Catering Supervisor, Catering Staff, Facility Officers, Mobile Supervisors

External: Customers, School pupils, School representatives

Section G**MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

Section H**WORKING ENVIRONMENT and PHYSICAL EFFORT**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- Working as part of a small team or as an individual (where applicable)
- Flexible approach to team working (where applicable)
- Reliability
- Reasonable general fitness
- Understanding of Food Safety and Health and Safety
- Prepared to undertake training and development

Section I**KNOWLEDGE and SKILLS**

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential: Recognised Certificate in Elementary Food Hygiene
Understanding of health and safety issues in a Kitchen