

Role Profile

Role Profile Created: 1st March 2019

Post Title:	Catering Assistant
Grade:	3

ROLE DEFINITION

To assist in the provision of a quality catering service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- To undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- To undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- To prepare and serve food and beverages.
- General catering and specific cleaning duties associated within a catering facility.
- Cash handling/till operation.
- Operate within the current Health and Safety legislation ensuring safe working practice by adhering to the Council's Health and Safety Policy.
- Operate within Food Safety and Nutrition Guidelines.
- Drive council vehicle to export meals to various locations (where this is a job requirement).

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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications		<ul style="list-style-type: none"> • Elementary / Intermediate REHIS, or equivalent • Elementary Food & Health, or equivalent 	<ul style="list-style-type: none"> • Application Form • Interview
Experience		<ul style="list-style-type: none"> • Experience of working in a catering operation • Experience of working with commercial catering equipment 	<ul style="list-style-type: none"> • Application Form • References • Interview
Specialist Knowledge		<ul style="list-style-type: none"> • HACCP (Food safety) • Nutrition knowledge • Health & Safety Knowledge 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities		<ul style="list-style-type: none"> • Ability to handle cash and operate tills 	<ul style="list-style-type: none"> • Application Form • References • Interview
Other	<ul style="list-style-type: none"> • Willing to undertake training as required • Required to join the PVG Scheme for this type of regulated work 	<ul style="list-style-type: none"> • Flexible hours to suit requirements of the service • Ability to help with catering functions • UK Driving Licence 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)

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OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p style="text-align: center;">Focus.</p> <p><i>we</i> put our customers first <i>we</i> understand the bigger picture</p>	<ul style="list-style-type: none"> • Provide excellent customer services.
	<ul style="list-style-type: none"> • Meet and where possible exceed the expectations of internal and external customers.
	<ul style="list-style-type: none"> • Understand the performance levels and standards required within our own role and strive to achieve and where possible exceed these.
	<ul style="list-style-type: none"> • Know how the work we do fits into the overall performance of the Council.
<p style="text-align: center;">Passion.</p> <p><i>we</i> take pride in the jobs we do <i>we</i> are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance.
	<ul style="list-style-type: none"> • Reflect on the work we do and consider how it could be improved.
	<ul style="list-style-type: none"> • Have a positive impact on the lives of our customers and their communities.
	<ul style="list-style-type: none"> • Push the boundaries to help our customers and communities realise their potential.
<p style="text-align: center;">Inspiration.</p> <p><i>we</i> all look for better ways to deliver our services <i>we</i> achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money.
	<ul style="list-style-type: none"> • Embrace change with enthusiasm and creative ideas.
	<ul style="list-style-type: none"> • Work together and creatively produce the best outcomes for our customers and communities.
	<ul style="list-style-type: none"> • Plan all activities with the end goal in mind.