Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Assistant Catering Manager | | | **Director/Service/Sector:** Schools | | **Office Use** |
| **Grade:** 3 | | | **Workplace:** School based | | JE ref: SG54  HRMS ref: |
| **Responsible to:** Catering Manager | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:** To contribute, either individually or as part of a team, to the provision of catering services in a range of County Council or other contracted establishments. | | | | | |
| **Resources** | Staff |  | | | |
| Finance | | None | | | |
| Physical | | Shared responsibility for the careful use of equipment | | | |
| Clients | | None | | | |
| **Duties and key result areas:** Individually or as part of a team,   1. Preparation and service of food and beverages in accordance with standard menus. 2. Cooking meals in accordance with centrally determined menus and adapting menus to accommodate special dietary requirements as necessary. 3. Packing meals for transport to other locations where appropriate. 4. Transporting meals between kitchen and servery or dining area as necessary. 5. Washing up, setting up and clearing away equipment and tables. 6. Cleaning the kitchen, its surrounds and equipment. 7. Assisting with stocktaking and daily standards monitoring tasks as directed. 8. Assisting with the receipt and safe storage of goods. 9. Assisting with the operation of vending services where necessary. 10. Assisting with special events as required. 11. Comply with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times. 12. Attending training events as and when required. 13. Other duties appropriate to the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | Regular need to lift and carry items of moderate weight.  None.  Normally Monday to Friday with occasional need for evening and weekend work  A commercial kitchen | | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title:** Assistant Catering Manager | **Director/Service/Sector:** School | **Ref:** SG54 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| Basic Food Hygiene Certificate  NVQ Level 2 – Food Preparation and Cooking, C&G 706/1&2 or equivalent.  Knowledge of the range of tasks together with the operation of associated tools and equipment. | Knowledge of Health & Safety legislation relating to a catering environment. | |  |
| **Experience** | | | |
| Relevant experience in a catering environment to include food preparation and cooking. | Supervisory experience | |  |
| **Skills and competencies** | | | |
| Literacy skills sufficient to read text and write straightforward sentences.  Numeracy skills sufficient to undertake straightforward arithmetic functions.  Physical skills related to the work.  Customer care skills. |  | |  |
| **Physical, mental and emotional demands** | | | |
| Ability to organise self and to work without supervision.  Ability to work in a commercial kitchen environment.  Regular need to lift and carry items of moderate weight. |  | |  |
| **Motivation** | | | |
| A commitment to providing a quality service to customers.  A commitment to undertake job related training. | A commitment to continuous personal development | |  |
| **Other** | | | |
|  |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

JOB EVALUATION PROFILE

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| **Post Title: Assistant Cook/Cook SS3** | **Director/Service/Sector:** | **Ref:** |
| **Job Evaluation Factors & Profile Statements** | | **Factor Level** |
| **Knowledge** | | |
| The job requires knowledge of a range of tasks and the operation of associated tools and equipment, some of which, either singly or in combination, are relatively complex. | | 3 |
| **Mental Skills** | | |
| The job requires judgemental and creative skills, as there is an occasional need to interpret information, or situations in order to solve straightforward problems that may also involve the application of ideas or concepts created by others but new to the County Council. | | 2 |
| **Interpersonal & Communication Skills** | | |
| The job involves the oral or written exchange of information with other employees of the County Council, or members of the public, where tact may be required. | | 2 |
| **Physical Skills** | | |
|  | | 4 |
| **Initiative & Independence** | | |
| The job involves working within recognised procedures that leave some room for initiative including responding independently to problems and situations that may be unexpected at the time but for which recognised procedures exist. | | 3 |
| **Physical Demands** | | |
|  | | 4 |
| **Mental Demands** | | |
|  | | 4 |
| **Emotional Demands** | | |
| The job involves limited contact with, or work for, people who are angry, difficult, upset, or whose circumstances are such as to cause stress to the jobholder. | | 1 |
| **Responsibility for People** | | |
| The job has some direct impact on the well-being of people who are recipients of the County Council’s services. | | 2 |
| **Responsibility for Supervision** | | |
| The job . | | 1 |
| **Responsibility for Financial Resources** | | |
| The job involves limited, or no, direct responsibility for financial resources but may occasionally require handling of small amounts of cash, processing and checking invoices and cheques against other documentation to identify errors, or other equivalent occasional tasks. | | 1 |
| **Responsibility for Physical Resources** | | |
| The job regularly involves careful use of very expensive equipment. | | 3 |
| **Working Conditions** | | |
| The job involves continuous or almost continuous exposure to very disagreeable conditions. These aspects are unavoidable and integral to the job. | | 5 |