Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Catering Assistant | | | **Director/Service/Sector:** Community & Environmental Services | | **Office Use** |
| **Band:** 1 | | | **Workplace:** Facilities | | **JE ref:** 550  **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 | None | | | |
| 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. Basic preparation and service of food and beverages. 2. Simple cooking tasks such as the reconstitution of prepared food. 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 County Council 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:** Catering assistant | **Director/Service/Sector:** Community & Environmental Services | **Ref:** 550 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| No particular qualifications are required | Basic Food Hygiene Certificate  NVQ Level 1 or 2 – Food Preparation and Cooking or equivalent  Some knowledge of the range of tasks together with the operation of associated tools and equipment. | |  |
| **Experience** | | | |
| No specific experience in the workplace is necessary. | Some experience in a catering environment. | |  |
| **Skills and competencies** | | | |
| Ability to follow straightforward oral and written instructions and to keep basic work records.  Physical skills related to the work. |  | |  |
| **Physical, mental and emotional demands** | | | |
| 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** | | | |
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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