

## Job Description

**Post Title:** Catering Assistant (Schools/Welfare Catering) AA4114

**Evaluation:** 312 points **Grade:** N2

**Responsible to:** Chef

**Responsible for:** N/A

**Job Purpose:** To assist with the efficient and effective delivery of a quality, efficient catering service through the preparation and service of meals in accordance with agreed standards and procedures.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
- 2 Undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- 3 Ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage customers to make an informed choice or vary their menu choices.
- 4 To assist with the general maintenance and presentation of the service area, clean the dining room and set up dining room furniture and clear away equipment and materials if necessary
- 5 To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
- 6 The participation in and assistance with functions where catering is required.
- 7 Contribute to the maintenance of high standards of cleanliness and hygiene in the kitchen, strict adherence to the provisions of Health and Safety Legislation and Food Hygiene Regulations and maintaining records such as daily event logs, recording food temperatures and receipting of food deliveries; in accordance with the Council's policies and procedures.
- 8 Work flexibly across the catering portfolio as required.
- 9 To promote and follow the Council's Equality Policy in all aspects of employment and service delivery



## JOB PROFILE – KITCHEN ASSISTANT SCHOOLS C69

FACTOR	LEVEL	DESCRIPTION
Knowledge	2	The jobholder requires knowledge of the practices and procedures relating to a limited number of similar tasks for the operation of the kitchen and dining areas. They are required to operate tools and equipment associated with the kitchen and it would take up to a day of full-time, off-the-job training to train someone to use all this equipment. The job requires basic reading, writing and simple arithmetic skills, in order to read instructions and mix ingredients
Mental Skills	1	The jobholder is not normally faced with any problems or situations, which they would be required to resolve personally. The job involves planning activities up to a few hours ahead e.g. planning their daily tasks.
Interpersonal Skills	2	The jobholder is occasionally required to use advisory, guiding, negotiating or persuasive skills.
Physical Skills	3	Physical skills are required for some tasks with a considerable level of precision. Specifically whilst using kitchen equipment and tools e.g. using a knife to prepare vegetables.
Initiative & Independence	2	The Jobholder normally works from instructions, which define how all the main tasks, are to be carried out. These instructions define the tasks in detail. The jobholder is expected to refer any unusual problems/situations, which arise to their supervisor, although they are free to decide the order in which the job's various tasks will be carried out.
Physical Demands	3	The jobholder is required to stand and walk for over 80% of the working day or shift, while undertaking their preparation, cooking and cleaning duties. The jobholder is also required to work in distinctly awkward positions for over 25% of the working day or shift e.g. whilst preparing food and undertaking cleaning activities.
Mental Demands	3	General mental attention is sufficient to ensure that the tasks and duties of this job are carried out correctly. Concentrated sensory attention is required in short bursts many times a day due to the kitchen environment. The Jobholder has to work to internally imposed deadlines, which require meals are ready at a specific time. They are regularly subject to conflicting demands, but they can normally complete their current task before addressing the new demand. There are frequent unavoidable interruptions throughout the working day.
Emotional Demands	1	The job does not involve any direct contact, either in person or by telephone, with people whose personal circumstances or behaviour might cause the jobholder emotional upset.
Responsibility for People	2	Jobholder provides a service, which has a direct impact on the wellbeing of people, e.g. whilst preparing/serving food.

FACTOR	LEVEL	DESCRIPTION
Responsibility for Supervision	1	The jobholder is not required to supervise or manage any authority employees nor any other people in an equivalent position. They demonstrate their duties to other employees on an occasional basis.
Responsibility for Financial Resources	1	The jobholder has no direct responsibility for, nor related to, any financial resources.
Responsibility for Physical Resources	2	The jobholder's main responsibility is for equipment and/or tools for which they have to use and maintain. None of the equipment used is particularly expensive, e.g. knives, mixers etc. The maintenance carried out is day to day i.e. cleaning, making minor adjustments. The jobholder also has a responsibility for cleaning the kitchen and surrounding areas. This cleaning mainly covers dusting, sweeping, removable of rubbish or other equivalent activities and only relates to one building or location.
Working Conditions	4	The jobholder has regular exposure to very disagreeable, unpleasant or hazardous situations for over 75% of the working day or shift. Verbal abuse, aggression or other anti-social behaviour from members of the public is not likely in this job.