Northumberland County Council
JOB DESCRIPTION

Post Title: General Catering Assistant	**Director/Service/Sector:** Childrens Services		**Office Use**
Band: 1	**Workplace:** Schools Across Northumberland		**JE ref:** SG35 **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.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Physical requirements:	Regular need to lift and carry items of moderate weight.
Transport requirements:	None.
Working patterns:	Normally Monday to Friday with occasional need for evening and weekend work
Working conditions:	A commercial kitchen

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PERSON SPECIFICATION

Post Title: General Catering Assistant	**Director/Service/Sector:** Childrens Services	**Ref:** SG35
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		

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