



Morpeth
Town
Council

POST TITLE: SENIOR CATERING ASSISTANT /COOK
ACCOUNTABLE TO: DEPUTY TOWN CLERK
PAY GRADE: BAND 3 POINTS 5-6

Overall Responsibilities

Assist in the preparation and provision of meals, have the responsibility for the day to day running of the kitchen ensuring compliance with all relevant Health & Safety and Food Hygiene requirements.

Main Duties / Responsibilities:

Organisation

Cleaner/Caretakers are required to undertake the following duties as directed by the Deputy Town Clerk using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.

1. Direct the work of a small team.
2. Responsible for the preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.
3. Control of an area of the servery.
4. Washing up, setting up and clearing away equipment and tables.
5. Cleaning of the kitchen, surrounding area and equipment.
6. Receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the Deputy Clerk.
7. Order goods within agreed budget.
8. Assisting with the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation.
9. Contribute to the catering provision at special event as required.
10. Ensure equipment is fit for purpose and properly maintained.
11. Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and Town Council policies and procedures at all times.
12. Work as part of a team and support other members of the catering team to meet standards and Council objectives
13. Report any Health and Safety issues to the Office or the Deputy Town Clerk.

Administration

1. Liaise with Deputy Town Clerk and other members of staff as required to ensure the catering rota operates smoothly.
2. Report catering supplies requirements and stock levels to the Office.
3. Carry out routine administrative tasks required from time to time

Resources

1. Operational control of the kitchen.
2. Maintain tidy and organised work spaces and storage areas
3. Check equipment / machinery used and ensure health and safety guidelines are adhered to
4. Attend training as and when required.
5. Provide support to staff as requested and in accordance with own training / skill parameters

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation

SENIOR CATERING ASSISTANT /COOK

PERSON SPECIFICATION

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• Basic food hygiene certificate• Knowledge of the full range of tasks together with the operation of associated tools and equipment.• Knowledge of Health and Safety legislation relating to a catering environment.• Trained in Manual Handling.	<ul style="list-style-type: none">• Working towards or completed a Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking.• Intermediate Food Hygiene Certificate
Skills, knowledge and experience	<ul style="list-style-type: none">• Relevant experience of working in a commercial catering environment to include food preparation and cooking to the highest standards.• Supervisory experience• Literacy skills sufficient to read text and write straightforward sentences.• Numeracy skills sufficient to undertake straightforward arithmetic functions.• Ability to plan and organise self and resources, including effective use of own time.• Resourceful and works with initiative and without constant supervision.• Listens, consults others and communicates clearly.	<ul style="list-style-type: none">• Experience in meeting work related targets.• Experience in managing a team.

	<ul style="list-style-type: none"> • Customer care skills. • Appropriately follows instructions to achieve set objectives. • Reliable and keeps good time. • Committed to the provision of quality services to achieve customer satisfaction. • Adapts to change by adopting a flexible and cooperative attitude. • Supportive and adapts to team working. • Demonstrates integrity and upholds values and principles. • Promotes equal opportunities and anti-oppressive practice in all aspects of work. • A willingness to undertake job related training. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly within a team and contribute to team ideals. • Ability to establish good customer relationships • Ability to work methodically and accurately • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthy 	
Special Requirements	<ul style="list-style-type: none"> • Flexibility to work evenings and weekends as part of a rota • Commitment to personal professional development 	

