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| **Job Description** |
| **Post title** | Apprentice (Catering) |
| **JE Reference No.** |  |
| **Grade** | Apprentice |
| **Service** | Regeneration, Economy and Growth |
| **Service area** | Corporate Property and Land |
| **Reporting to** | Assistant Catering Manager |
| **Location** | Your normal place of work will be either Green Lane – Spennymoor, Spennymoor Education Centre or Meadowfield. However, you may be required to work at any council workplace within County Durham.  |
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| **DBS** | A DBS check is not required. |
| **Flexitime** | The flexible working policy is not applicable to this post.  |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The Facilities Management Team manages designated Durham County Council buildings to ensure they are safe, compliant and maintained to the agreed standards for employees and visitors. The team also provides cleaning, caretaking and catering services.

The role of the Apprentice (Catering) is to support other members of the catering team to prepare, cook and serve food to ensure the delivery of a high-quality service.

You will work under supervision and will be expected to develop your skills over time to provide a customer focussed service to Durham County Council employees and members of the public to ensure the effective delivery of a range of catering services.

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| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties below:

* To study and achieve the [Commis Chef Level 2](file:///C%3A%5CUsers%5Ceileen.anderson%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C1HFUL421%5CNEW%20Aphttps%3A%5Cwww.instituteforapprenticeships.org%5Capprenticeship-standards%5Ccommis-chef-v1-2prentice%20%28Catering%20Assistant%29.docx) during the duration of the apprenticeship.
* To develop an up-to-date knowledge to assist in supporting and advising the Catering Manager and other staff with food preparation, cooking and food presentation issues.
* To develop an understanding of the catering service to deliver a high-quality customer focussed service.
* To work positively with Durham County Council employees and members of the public, ensuring all work is undertaken in a consistent manner and to the appropriate quality standards.
* To take cash and card payments for the purchase of food.
* To contribute to positive teamwork and a customer care approach to work and work outputs.
* To liaise with customers and colleagues at any other locations throughout County Durham to undertake specified tasks in pre-determined timescales.
* To participate in appropriate training courses (in addition to the apprenticeship) as required improving knowledge and understanding of safety, quality and catering services.
* At all times to work safely and not to place yourself, colleagues or members of the public at risk by your activities/actions.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Ability to achieve the Commis Chef Level 2 during the duration of the apprenticeship
 | * Food Hygiene Level 2
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| Experience |  | * Experience of preparing food
* Experience of dealing with customers
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| Skills & Knowledge | * Good communication skills
* Ability to work as part of a team
* Ability to make decisions
* Ability to problem solve
* Good numeric skills
* Good organisational skills
* Able to follow instruction
 | * An understanding of local government
* Experience using ICT
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| Personal Qualities | * Flexible and adaptable approach to work
* Enthusiasm
* Commitment and positive attitude to the role
* Courteous
* Customer focussed
* Reliable and punctual
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