Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Assistant Catering Manager | | | **Director/Service/Sector:** School | | **Office Use** |
| **Grade:** 3 | | | **Workplace:** School based | | JE ref: SG54HRMS 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 | | | | | |
| **Resources** | Staff |  | | | |
| 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. Preparation and service of food and beverages in accordance with standard menus. 2. Cooking meals in accordance with centrally determined menus and adapting menus to accommodate special dietary requirements as necessary. 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 School 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 | | | |

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**PERSON SPECIFICATION**

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| **Post Title:** Assistant Catering Manager | **Director/Service/Sector:** School | **Ref:** | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| Basic Food Hygiene Certificate  NVQ Level 2 – Food Preparation and Cooking, C&G 706/1&2 or equivalent.  Knowledge of the range of tasks together with the operation of associated tools and equipment. | Knowledge of Health & Safety legislation relating to a catering environment. | |  |
| **Experience** | | | |
| Relevant experience in a catering environment to include food preparation and cooking. | Supervisory experience | |  |
| **Skills and competencies** | | | |
| Literacy skills sufficient to read text and write straightforward sentences.  Numeracy skills sufficient to undertake straightforward arithmetic functions.  Physical skills related to the work.  Customer care skills. |  | |  |
| **Physical, mental and emotional demands** | | | |
| Ability to organise self and to work without supervision.  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