

Job Description

	For HR use only	Vacancy Ref No: 0705
Directorate	Environment & Safer Neighbourhoods	
Service and Team	Parks & Horticulture – Parks Catering Team	
Post Title	Casual Catering Assistant	
Grade	2	
Reports to	Team Leader – Parks Facilities	
Responsible for (employees / equivalent)		
Job Purpose		
<ul style="list-style-type: none"> To assist in the day-to-day operation of the café including food preparation and cooking, general cleaning tasks, customer service, till operation and cashing up at the end of the day within the Rising Sun Country Park Restaurant or other park cafes. 		
Job Content		
<ul style="list-style-type: none"> To assist in food preparation, cooking and service as directed by the Supervisor or Team Leader. To ensure that all food presented and served is of an excellent quality. To undertake cleaning of crockery and utensils maintaining high standards. To efficiently operate and maintain the dishwashing machine and/or wash-up area. To ensure all kitchen surfaces (including walls and floors) and equipment e.g. cookers etc are kept clean to minimise accidents and maintain high standards of hygiene. To ensure that all waste dry and wet is disposed of safely and in line with legislation and Council Policy and Procedure. The setting up and clearing of all dining areas. To serve customers quickly and efficiently and provide good customer service. To put away all deliveries promptly and in the correct manner and ensure all storage areas are clean and accessible. To work efficiently and effectively within given time scales. To undertake retail sales and cashing up of the till at the end of the day. To assist with stock control. To work as part of a team and maintain good working relationships with colleagues To maintain quality standards, particularly in relation to food hygiene, cleanliness and legal requirements. To work within Health and Safety and North Tyneside Council policies. To undertake relevant training, this may be outside normal working hours. Some physical effort is required in lifting and moving bags of foodstuffs and containers of prepared food and in cleaning equipment and premises. Other duties as appropriate in line with the grade of the post. 		

Climate Change Values and Behaviours

We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling.

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

We build an inclusive and fair workplace where all team members feel valued and accepted. We encourage team members, residents, and service users to contribute their perspectives to our understanding of the borough and how best to support our people. We role model inclusive behaviour, and champion equality.

Special Requirements of Post

Working Conditions	Working in busy parks cafes within the kitchen area and serving the public front of house.
Working Requirements and Arrangements	Hours as and when required to fit the requirements of the service including evenings and weekends. There will also be the opportunity to work at other park cafes on occasions.
Physical Requirements e.g. driving, lifting, and handling	Some lifting and handling will be required as part of the role.
DBS and Safeguarding Checks required	N/A
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	
Politically Restricted	No

Person Specification

Job Criteria

Factor	Essential	Desirable	Assessment method
Knowledge	<p>Basic catering skills. Good interpersonal and communication skills (informs other, listens to others, and follows instructions etc.)</p> <p>Works effectively under pressure Effective team worker (helps other staff, maintains good working atmosphere, cooperative with others etc)</p> <p>Customer service skills.</p> <p>Awareness of basic food hygiene standards High standards of personal presentation and hygiene.</p> <p>Punctual</p> <p>Basic literacy skills</p> <p>Basic numeracy skills</p>		<p>Application Form</p> <p>Interview</p>
Qualifications and Training including Professional Registrations	None as training will be given	Catering qualification Food hygiene qualification	
Skills & Experience	Basic catering skills.		
Our Values	<p style="text-align: center;">We Listen, We Care, We Are Ambitious, We Are Good Value for Money</p>		

Special requirements		
Factor	Essential	Assessment method
Occupational Requirements under the Equality Act 2010		
Factor	Desirable	Assessment method

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.