

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Neighbourhoods		Service Area: Catering & Building Cleaning Services	
JOB TITLE: Catering Assistant			
GRADE: C			
REPORTING TO: Service Manager			
1.	JOB SUMMARY: To undertake general catering duties, washing up and cleaning, which may include the preparation, cooking and serving of food and handling cash. Working within a team to ensure that the quality and safety standards of the unit are met.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
		Food preparation, cooking and washing up duties as directed by the Cook Supervisor.	
	1.	Allergens :- - To attend all allergen training as required. - Adhere to all allergen legislation.	
	2.	Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines.	
	3.	Follow personal cleanliness and hygiene guidelines and rules.	
	4.	To undertake such personal training that may be deemed necessary to meet the duties of the post	
	5.	Serving of meals, adhering strictly to hygiene regulations.	
	6.	To count and record stock as required.	
	7.	Secondary/other Catering Assistants to have responsibilities for cash handling and cash register operation and basic record keeping.	
	8.	To take reasonable care of your own health and safety and co-operate with management, as far as is necessary to enable compliance with the Authority's Health and Safety Rules and legislative requirements.	
	9.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.	
3.	GENERAL		
Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.			

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated

PERSON SPECIFICATION

Job Title/Grade	Catering Assistant	Grade C
Directorate / Service Area	Community Services, Environment & Culture	Catering & Building Cleaning Services
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	DBS clearance	Basic Food Hygiene Certificate	Application form
Experience, Knowledge & Skills		- Experience of working to tight deadlines both individually and as part of a team - Experience of budgetary control i.e. ordering of stock and menu planning - Experience of undertaking basic in-house staff training - The ability to improve dietary habits of your people with the knowledge of Healthy Eating - The ability to be self-motivated, flexible and focussed on Customer Care	Application/Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application/Interview
Other requirements			

Person Specification date

