



## JOB DESCRIPTION

### CATERING ASSISTANT

<b>DIRECTORATE:</b>	Children and Young People's Services	<b>POSITION NO:</b>	Various posts
<b>SERVICE AREA:</b>	Hull Catering	<b>GRADE:</b>	1
<b>JOB TITLE:</b>	Catering Assistant	<b>DATE PREPARED:</b>	01/07/09
<b>JOB HOLDER:</b>		<b>REPORTING TO:</b>	Catering Manager

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assists in ensuring equal access to services and employment opportunities for everyone.

#### **PURPOSE:**

This post exists to provide first line support to the catering service in terms of customer contact, basic food/beverage preparation and service.

Basic duties also include the maintenance of high levels of hygiene and cleanliness and require a positive approach to customer care and safety.

All duties and activities associated with this post will be under the direct supervision of a nominated line manager/supervisor.

#### **PRINCIPAL ACCOUNTABILITIES:**

1. To assist in the preparation of basic food items (vegetable preparation, salad, sandwich assembly etc) for the provision of our school catering service is required.
2. To maintain a clean, hygienic and safe working environment in compliance with food hygiene, health and safety legislations and departmental safe working practices.
3. To assist in the layout of dining room furniture/equipment and clearing of tables for all the operational needs of the school's catering provision.
4. To promote a professional image to customers and external parties in order to build confidence in the services the Department can provide.

5. To operate cash registers in accordance with Council policies.

**GENERAL:**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3. The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.
4. To promote the Council's Equal Opportunity Employment Policy.
5. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Council's Safety Policy and Programme. Specific details are outlined in the Departmental Safety Policy.
6. Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

**DIMENSIONS:****1. Responsibility for Staff:**

None

**2. Responsibility for Customers/Clients:**

None

**3. Responsibility for Budgets:**

Small amounts of cash may be handled under close supervision at point of reconciliation.

**4. Responsibility for Physical Resources:**

None

**DECISION MAKING:**

These decisions should relate specifically to the principal accountabilities

The post holder will be required to work under supervision to detailed instructions and procedures.

**ORGANISATION CHART:**

Please see attached

**KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:**

Only include the essential requirements to undertake the principal accountabilities

**1. Qualifications – Requirement:**

Basic food hygiene certificate (or working towards).

**2. Knowledge – Requirement:**

None

**3. Experience – Requirement:**

None

**4. Specific Skills – Requirement:**

None

**WORKING RELATIONSHIPS:**

**1. Within Directorate/Service Area/Section:**

To be able to communicate with staff/line management to ensure the effective and efficient provision of a quality catering service.

**2. With Any Other City Council Areas**

The post holder will occasionally be required to communicate effectively on an informal basis with other City Council employees i.e. Health and Safety and school based employees.

**3. With External Bodies to the City Council**

None

**INTERPERSONAL/COMMUNICATION SKILLS:**

**1. Verbal**

Basic courtesy, tact, clear articulation to simple instruction/communication skills are required.

**2. Written**

Basic written communication in the manner of departmental forms/information sheets.

**THINKING CHALLENGE/MENTAL DEMANDS:**

The post holder will be required to complete duties following straight forward procedures with a general awareness and concentration.

**PHYSICAL DEMANDS:**

Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment)

Not applicable  
Low  
Very High

Moderate  
High

**YES**

**WORKING CONDITIONS:**

Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).

Not applicable  
Low  
Very High

Moderate  
High

**YES**

**EMOTIONAL DEMANDS:**

Exposure to objectionable situations over and above that normally incurred in a day to day office environment

Not applicable  
Low  
Very High

YES Moderate  
High  
Intense

*This Job Description conveys a full and accurate description of the job:*

<u>Signature</u>	<u>Designation</u>	<u>Date</u>
1. CONFIRMED BY: .....,.....	(LINE MANAGER)	.....
2. CONFIRMED BY: .....,.....	(SERVICE HEAD (OR DELEGATE)	.....
3. RECEIVED & AGREED BY:	(POST HOLDER)	.....

.....\*

*\* The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

**Grade established/Approved**

**DATE OF PANEL: ..... DATE: .....**