



## JOB DESCRIPTION

### CATERING STAFF

<b>POST: Catering Assistant</b>	
GRADE: Band 1	
RESPONSIBLE TO: Catering Manager	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 4
<b>JOB PURPOSE:</b>	The core focus of this job is to assist the Cooks in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
<b>JOB CONTEXT:</b>	<p>Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise &amp; smells. However, protective clothing will be provided e.g. apron</p> <p>The post holder is not carrying out arithmetic calculations</p> <p>An enhanced Disclosure Barring Service (DBS) clearance is required for this post.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Carry out basic food preparation tasks, for example, weighing-up food, preparing fruit and vegetables, making sauces and removing items from ovens.</li> <li>• Refill and replace sauces, condiments and other consumables</li> <li>• Putting out dining tables and chairs before service and cleaning them before putting away into storage after service</li> <li>• Serving food and beverages to pupils and staff</li> <li>• Tidying up the kitchen and dining room and carrying out cleaning and washing up duties</li> <li>• Sweeping and mopping floors</li> <li>• Removing waste and rubbish to the designated area</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits</li> <li>• Listen actively and respond to the concerns of children and young people</li> <li>• Oral communication with the Cook and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Assist the Cook and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Cook etc.</li> <li>• Use efficiently services such as gas, electricity and water</li> </ul>
Skills Development	<ul style="list-style-type: none"> <li>• Attend training courses as required including Food Hygiene and Health &amp; Safety</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Carry out all work in accordance with the policies and procedures included in:</li> </ul>

	<ul style="list-style-type: none"> <li>○ The Food Safety Management System</li> <li>○ The COSHH Manual</li> <li>○ The Risk Assessment Manual</li> <li>○ Allergen Awareness</li> <li>○ Other relevant NYCC policies and procedures</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>● To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>● Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>● North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>● The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>● The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	January 2015

**SIGNED .....** **POSTHOLDER**

**NAME & DATE .....**

**SIGNED .....** **LINE MANAGER**

**NAME & DATE .....**

June 2015