

Catering Assistant – Grade 2

Job purpose

Kirklees Catering Service provides high quality catering services to schools throughout our business portfolio. It also provides café and restaurant services in some commercial premises. As a Catering Assistant, you will support in the delivery of a high quality, customer focused catering service; ensuring quality, nutritious meals to our customers in the establishments where we provide our services. By providing healthy, well balanced meals to our customers our service contributes to the health & wellbeing of our customers and supports the best start for our children; helping them to achieve and aspire.

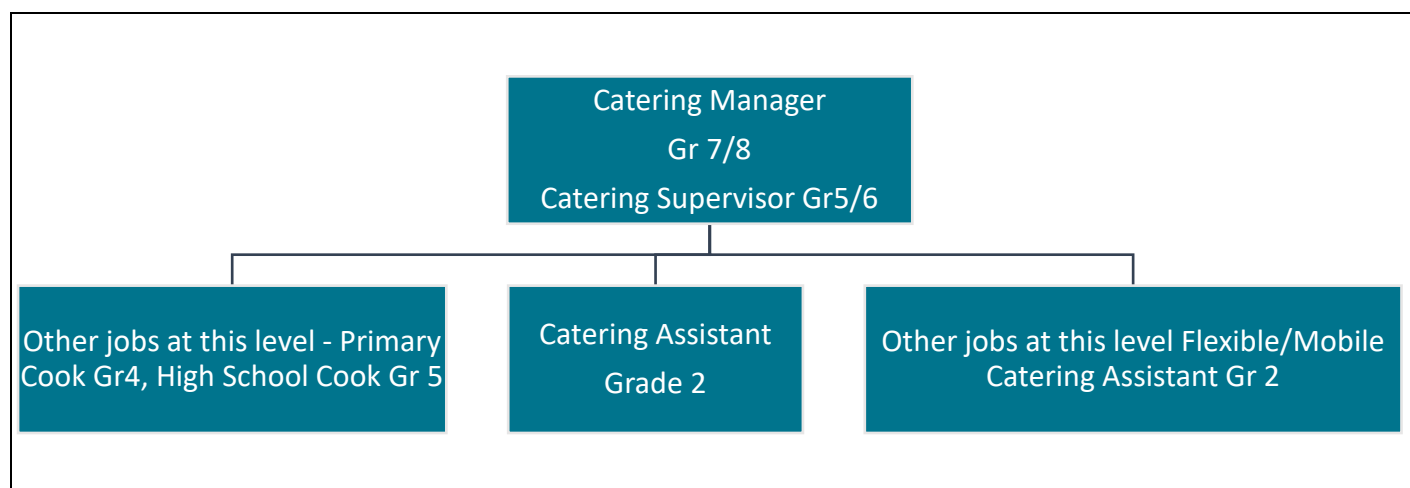
This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- The preparation and clearing down of service and dining room areas along with cleaning and washing up duties to ensure high standards of cleanliness.
- Simple food preparation and production; such as salads, potato, vegetable & fruit dishes, sandwiches, paninis along with decorating and presenting home baking; following service recipes and presenting to service standards.
- Following service instructions you will present and serve food in accordance with sound food hygiene and Health & Safety legislation and practices.
- By being aware of the needs of those customers with medical or religious diets you will help to ensure that all customers are appropriately catered for.
- Observing all relevant Service and Council policies and taking part in training activities to support the development of yourself and the team.
- You will need to be able to work from your own initiative in a fast paced environment and have the ability to work effectively as part of a team; supporting colleagues where appropriate.
- You will follow service policies and procedures at all times, following work rotas to ensure all tasks are completed in a timely manner. For example follow the correct procedure to make a spill safe on the dining room floor.
- Take corrective action in relation to Health & Safety concerns relating to equipment or work environment. For example if a fridge door has been left open, it must be closed, if a gas burner has been left on, turn it off. Report all Health and Safety concerns to your line manager immediately.

- You will help to ensure that our customers are satisfied with our service, being friendly and helpful at all times and informing your manager of any complaints raised by customers.
- Appropriate uniform must be worn which is provided. You are responsible for ensuring this is laundered and in good condition.
- Recording up to 100 pupil meal transactions per day on biometric terminals – each transaction will range from 50p - £2.50. Depending on the rota, this could be 2 or 3 times a week.
- Following training you will be responsible for the correct use and cleaning of industrial catering equipment.

Position of job in organisational structure



Employee Specification

| Knowledge, qualifications, skills and experience | Shortlisting criteria |
|--|-----------------------|
| Experience of working in a catering environment is beneficial. | Desirable |
| Effective communication skills to encourage good relationships with customers and colleagues. | Essential |
| You will be working in food service where a high standard of personal hygiene is of crucial importance. | Essential |
| You will need to have the ability to undertake physically demanding tasks required for this role, such as heavy lifting and standing for long periods or work in environments where there can be extremes and changes to temperature, from heat or cold. You will be required to undertake a standard medical screening and any other medical screening as determined by the occupational health unit. | Essential |
| Basic Food Hygiene Certificate or ability to attain. | Essential |

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).
DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

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|--------------|-------|--------------------|------------|
| Job Category | | Grading ID | |
| Job ID | 11050 | Last Updated | 01.07.2019 |
| Job Focus | | Career Progression | |

Contractual Variants

| | | | |
|---------------|--|------------------------|--|
| DBS Category | | DBS Type | |
| Health Check | | Politically Restricted | |
| 24/7 working | | Public Holidays | |
| Night Working | | Alternating Pattern | |
| Standby | | Other | |
| Checked by HR | | | |