

**Job Description****Environment & Regeneration Department**

Post Title	Catering Assistant		
Post Number	BG10362	Grade	Scale 2 £14,075 - £15,523 Per annum pro rata
Base	Cwm Primary	Hours of Work	7.5 hrs per Week / 39 weeks per year. Fixed term until 31.12.2015
Car User Allowance	None	Disclosure	Enhanced
Contact	Mrs A Meredith Tel 01495 355653	Updated	05.11.14

Principal Job Purpose

Responsible to: To the Cook in Charge

Responsible for: To Assist the School Cook in general duties within the kitchen.

Principal Accountabilities

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To work under the supervision of the Cook in Charge and/or Assistant Cook and to assist and carry out any instructions given in the preparation, cooking and serving of food or clearing away, washing up, cleaning processes or handling of cash.
4. To be prepared to work at any reasonable time of day in order to ensure the smooth running of the catering unit.
5. To be prepared to work additional hours as required due to absenteeism, increase in demand for meals.

6. Due to the nature of school catering the timing of annual leave is subject to special arrangements for employees: you are required to take leave during periods of school closure only and not during term time. Hours may vary due to fluctuation of meal numbers.
7. To comply with Hygiene and Health and Safety procedures.
8. To undertake any training considered necessary for the post..
9. To observe any requirements outlined by Blaenau Gwent Caterings quality procedures.
10. To observe Health and Safety regulations.

Person Specification – Catering Assistant

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	App. Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Food Safety Level Two	Essential	√			
Other experience					
Previous experience in a catering field	Desirable	√			
Knowledge/Skills					
Knowledge of Kitchen Hygiene and Health and Safety Procedures	Desirable	√			

2. Special Requirements	Essential	Desirable
Flexible working hours and a commitment to working term times	√	

3. Personal Competencies		Assessment Method			
<p>All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.</p>					
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				√
	Involves line manager/colleagues in setting and meeting targets				√
	Reorganises work when necessary	√ Essential			√
	Sees tasks through to completion whenever possible	√ Essential			√
	Seeks help if workload becomes unmanageable				√
	Uses initiative to report issues that arise that impact on others				√

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service	✓ Essential			✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent	✓ Essential			✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times	✓ Essential			✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓