



**Regeneration and Community Services**

<b>Post Title</b>	Catering Assistant (Peripatetic)		
<b>Post Number</b>	BG01827	<b>Grade</b>	2
<b>Base</b>	Various	<b>Hours</b>	16 hrs per week, 39 weeks per year
<b>Car User Allowance</b>	Casual	<b>Disclosure</b>	Enhanced
<b>Contact</b>	Angela Meredith 01495 355651	<b>Updated</b>	06.01.2020
<b>Politically restricted</b>	<input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes *</b>		

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

**Principal Job Purpose**

Responsible to:      The Assistant Team Leaders Catering

Responsible for:      To work and provide cover for all Catering Assistant posts within Blaenau Gwent Catering as required.

**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 on site Cook and to communicate relevant information and problems to them as indicated by Blaenau Gwent Catering.
4. To travel to any kitchen as required providing cover for all catering assistant post within Blaenau Gwent Catering. This may also include some duties within the Catering Office or any other catering establishment as required

5. To be prepared to work at any reasonable time of day in order to ensure the smooth running of the catering unit.
6. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at work.
7. 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.
8. To comply with Hygiene and Health and Safety procedures
9. To undertake any training considered necessary for the post.
10. To observe Health and Safety regulations.
11. Any other duties as required.

## Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
<b>Food Safety Level 2</b>	Essential	✓			
<b>Driver. Use of car for work purposes</b>	Essential	✓			
Other experience					
<b>Experience of working in a catering field</b>	Essential	✓			✓
<b>Experience in supervising staff</b>					
Knowledge/Skills					
<b>Practical Catering skills</b>	Desirable		✓		✓
<b>Motivational Skills</b>	Desirable	✓			✓
<b>Knowledge of Health and Safety Regulations within a catering field.</b>	Desirable	✓			✓

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Commitment to term time working hours	Essential		✓		
Flexible working hours	Essential		✓		
Must have a full driving license and access to a car with Business Insurance	Essential		✓		

#### 4. Personal Competencies

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.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	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				✓
	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
<b>Improvement &amp; Change</b>	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	✓ Essential			✓
	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
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service		✓ Essential		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent	✓ Essential			✓
	Understands the links between own professionalism and the possible impact on the Authority's image		✓ Essential		✓
	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
<b>Team Working</b>	Reacts constructively to others' suggestions and requests		✓ Essential		✓
	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
<b>Communicating</b>	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		✓ Essential		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others		✓ Essential		✓
	Communicates professionally by using formal channels appropriate to the situation				✓