

SOUTH GLOUCESTERSHIRE COUNCIL

JOB DESCRIPTION

DEPARTMENT: Chief Executive & Corporate Resources

DIVISION OR SECTION: Traded & Support Services

JOB TITLE: Catering Assistant

GRADE: H14

1. JOB PURPOSE

To assist in the kitchen and dining room as required in the preparation of food and food service, washing up, general cleaning and other tasks associated with catering.

2. MAIN DUTIES

- (a) Preparation of vegetables including freeze dried, frozen by dehydrated products.
- (b) Preparation of simple sauces and pre-mixes according to requirements.
- (c) To assist in the kitchen with simple frying, boiling, steaming etc of vegetables and preparation of salads when required.
- (d) To operate kitchen machinery such as mixers, slicers, dishwasher, sterilizer etc as required.
- (e) To assist with setting up of service counter, service of the food according to type of service used and clearing of service area.
- (f) To assist in setting up of dining furniture and preparing room for dining and the clearing and dismantling of these.
- (g) To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
- (h) To clean floors, walls and equipment in the kitchen and dining room, including cooking equipment as required.

- (i) To use cleaning equipment and cleaning products as determined by the School Catering Hygiene Policy to maintain satisfactory standards of cleaning in the kitchen and dining room.
- (j) To assist in the in-depth cleaning of the kitchen and kitchen equipment using the cleaning methods and products developed for this task.
- (k) To assist the Cook in any task associated with catering which is required and to develop under instruction skills in this area.
- (l) To communicate with pupils and staff in a polite and friendly manner.
- (m) To carry out such other duties as are required and as are commensurate with the grade of the post.

3. DIMENSIONS

To assist in all aspects of the provision of a catering service at a level of approximately 50 - 400 meals per day.

4. JOB CONTEXT

The postholder will undertake duties of preparing the dining accommodation, assisting in the preparation and serving of meals and the clearing/cleaning of premises as part of the section's overall production and service of meals to pupils, staff and visitors at the school.

5. SUPERVISION AND WORK PLANNING

The postholder will work under the daily supervision of the Cook-in-charge or Cook Supervisor at the school.

6. PROBLEMS AND DECISIONS

None.

7. CONTACT AND PURPOSE

Daily contact with Headteacher, pupils, staff and visitors to the school to facilitate the provision of meals to customers.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

No formal qualification or experience is required. All training will be provided in-house, including induction, skills training and Basic Food Hygiene.

9. PHYSICAL EFFORT AND/OR STRAIN

A moderate amount of lifting is necessary in the execution of the postholder's duties such as the movement of dining furniture, saucepans and provisions.

9. WORKING ENVIRONMENT

The working environment is contained within the kitchen/dining area of the school and may become hot, especially during summer months.

11. EQUIPMENT

The duties relating to this post may involve the use of machinery and equipment such as slicing machines, mixers, ovens, vegetable peelers and fat fryers, for which instruction and training will be given.

12. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

13. SPECIAL NOTES OR CONDITIONS

Protective clothing will be provided and must be worn at all times.

The postholder can be required to work in any other catering unit within a reasonable travelling distance if necessary, for which travelling expenses will be paid.