

JOB DESCRIPTION

**Department:** Operational In-House Services **Location:** Sefton School Meals

**Division:** School Meals Service **Post No:**

**Job Evaluation Number:**

**Section:** Sefton Catering Services

**Post:** **CATERING GENERAL ASSISTANT**

**Grade:** B SCP 2

**Responsible To:** Cook in Charge / Catering Supervisor

**Responsible For:** The provision of catering services to schools

**JOB PURPOSE**

To prepare, cook and serve food as instructed by the Supervisor/Cook in Charge in accordance with defined standards and legislation, without supervision if appropriate to the size of the kitchen. Plus, any duties in relation to the setting up and clearing down of service.

The aim being to achieve high standards of customer care and food quality.

**MAIN DUTIES**

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| 1. Assist with the basic preparation, cooking and serving of food to the highest possible standard. 2. Compliance with the stated menu and nutritional standards. 3. Controlling portion size specified by Sefton Catering Services. 4. Perform general kitchen and dining room duties e.g. washing up, setting up and clearing away tables. 5. Perform cleaning duties of the kitchen, its surrounds and equipment in accordance with the cleaning schedule to ensure a hygienic and safe working environment. 6. Maintain records and keep routine clerical checks as directed by the Cook / Cook in Charge /Supervisor e.g. Simple stock checks, receiving deliveries, checking delivery notes, weighing items received, recording temperatures. 7. Operate cash tills and carry out cashier duties as required (where applicable) 8. Maintaining good relations with the school and the children thereby encouraging a high take up of meals. 9. Any other tasks commensurate with the post. |

**MAIN DUTIES (continued)**

**May be required to work at any catering establishment within reasonable travelling distance**

ORGANISATION CHART

**\*This Post**

**SPECIAL CONDITIONS (if applicable)**

eg car allowance, requirements to work outside normal office hours, shift allowance etc.

### The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.

The post you are applying for requires access to the Public Service Network (PSN) and requires compliance with the HMG Baseline Personnel Security Standard.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

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| **Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. **Other optional paragraphs** |

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Prepared by: Name Sally Davies**

**Designation Assistant Catering & Building Cleaning Manager**

**Date Updated April 2020**