

JOB OUTLINE	
JOB TITLE: Catering Assistant	JET CODE: M400
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Facilities Management	
REPORTING TO: Area Officer	
RESPONSIBLE FOR: None	
JOB PURPOSE: To assist in the provision of a quality catering and function service in accordance with relevant legislative requirements including health and safety, food hygiene, and hazard analysis within the food industry.	
MAIN DUTIES: Participate in the preparation and service of meals and refreshments as required. Sell food and refreshments, operating a till and handling cash. Provide support in the preparation and cooking of food and beverages. Undertake general kitchen and dining room duties, including washing up and clearing away of equipment and tables, cleaning of the kitchen, etc. Comply with Unit Training and Procedures. Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements. Undertake associated catering responsibilities as identified by Cook Supervisor/Area Officer. Any other appropriate duties, as requested by Management, commensurate with the grade for the post. These duties may require to be carried out in any establishment within East Lothian Council establishments according to demand.	
ESSENTIAL REQUIREMENTS FOR THIS ROLE Qualifications/Experience: A certificate in elementary food hygiene is essential for this role.	

A good standard of general education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	A certificate in elementary food hygiene is essential for this role. A good standard of general education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.	Health and Safety training. Intermediate Food Hygiene Certificate. Food and Health Certificate.
Previous Experience (Paid & Voluntary Work)	Experience of preparing food in a professional kitchen	Experience working in a care home or school environment. Experience of handling cash and operating a till. Experience of providing customer care.
Knowledge/ Skills /Competencies	Numeracy skills. Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	Ability to work on own initiative and as part of a team. Ability to work without close supervision. Ability to work flexibly as part of a team. Ability to work under pressure and meet deadlines.	

Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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