

JOB OUTLINE

Post: *Catering Assistant*

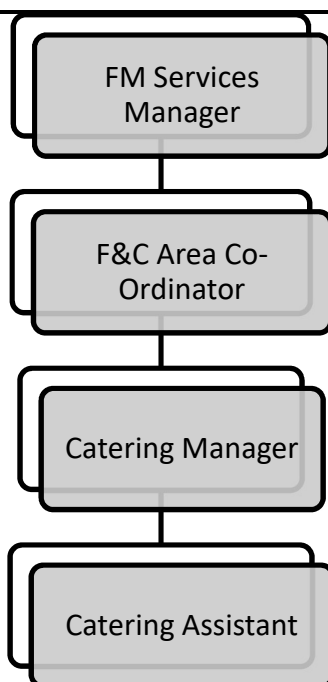
Service: *Communities & Economy – Facilities & Property Management*

Section: *Assets & Facilities Management – Food and Catering*

Grade: *GA*

Job Purpose *Assist in the daily preparation of food for a variety of meal plans at various establishments across East Ayrshire in order to assist with the promotion, delivery and integration of the Council's key objectives; specifically in relation to the Community Plan, Shared Commitments, Single Outcome Agreement and Best Value.*

A. SECTION STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. *Assist in the preparation and serving of a range of nutritionally balanced meals positively supporting a range of customers to enjoy a pleasant dining experience.*
2. *Ensure the safe and proper use of equipment used in the preparation of food and related activities and assist with cleaning activities in accordance with COSHH (Control of Substances Hazardous to Health) guidance and current legislation guidelines in accordance*

with safe working practices, relevant health and safety legislation and food hygiene standards.

3. *Engage positively as part of a team and undertaken individual tasks to ensure food preparation, service and associated activities are completed within agreed timescales.*
4. *Assist with the cooking of ingredients under the direct instruction of the Catering Manager or Senior Catering Manager.*
5. *Maintain agreed housekeeping standards and comply with health and safety, hygiene regulations and the Council's Food Safety Management System.*
6. *Ensure a cost effective and high standard of food preparation at all times.*
7. *Ensure portion control is followed and met at all times to ensure cost efficiency is met.*
8. *Ensure the effective clearing and cleaning down of all surfaces, units and equipment, including dishes and utensils.*
9. *Load and operate dishwashers and sink wash dishes as required, including cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment within the kitchen and / or dining area.*
10. *Ensure waste bins are emptied daily in accordance with agreed environmental standards and support the approach to the Council's Recycling Policy.*
11. *Ensure equipment faults are timeously reported to the Catering Manager or Senior Catering Manager for repair and safe use of equipment is maintained at all times.*
12. *Assist as required in the transportation and serving of foods.*
13. *Assist with food preparation for special functions.*
14. *Undertake financial duties including maintaining petty cash funds, processing financial documents and cash handling in accordance with the Council's Financial Regulations.*
15. *Participate in relevant training required to undertake the duties and responsibilities of the role.*
16. *Encourage and promote menu options to customers.*

C. GENERAL RESPONSIBILITIES

17. *Ensure that any materials, equipment and vehicles provided to assist in carrying out the duties of the post are properly secured in accordance with the Council's policies and procedures.*
18. *Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and*

Departmental health and safety arrangements in accordance with all relevant statutory requirements.

19. *Maintain an up-to-date knowledge of best practice within the areas of functional responsibility and ensure compliance with all relevant legislation.*
20. *Ensure that all activities within the remit of the post are delivered in accordance with the Council's equality and diversity policies and the statutory and general and specific equality duties.*
21. *Ensure that the Council's Customer First Service Commitment is followed in all dealings with the people we serve.*
22. *Participate in the East Ayrshire FaceTime process annually in accordance with the Council's procedures.*

PERSON SPECIFICATION

Designation: Catering Assistant	Post No:
Service: Facilities & Property Management	Section: Assets & Facilities Management – Food and Catering

Attributes:	Essential Criteria	Desirable
Qualifications		
Knowledge & Skills	• Demonstrate a practical understanding of relevant food hygiene standards. • Ability to prepare food to instruction. • Ability to engage positively with a range of service users. • Literacy and numeracy skills.	• Demonstrable understanding of stock rotation and checks. • Working knowledge of food hygiene standards. • Knowledge of relevant COSHH Guidance.
Experience		• Worked in an educational or commercial kitchen environment. • Assisted in the preparation of menus. • Used a cash register. • Cash handling. • Working in a relevant kitchen/catering environment. • Undertaken basic preparation and cooking food.

Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours	
Quality	Behaviour
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.