



Aberdeen City Council
Job Profile

Catering Assistant

About Aberdeen City Council

Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.

The [Local Outcome Improvement Plan 2016 – 2026](#) (LOIP) identifies how Aberdeen City Council, together with our [Community Planning Partners](#), will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen:

- **Prosperous Economy** - Aberdeen has a flourishing, thriving and successful local economy.
- **Prosperous People** - People in Aberdeen are happy, healthy and enjoy positive life outcomes.
- **Prosperous Place** - People experience Aberdeen as the best place to invest, live and visit.
- **Enabling Technology** - Innovative, integrated and transformed public services.

To deliver our promises to the city of Aberdeen, our focus is on:

- Empowering staff to meet priority outcomes aligned to the determinates of good health
- Empowering the communities we serve to be self-sufficient
- Early intervention and prevention of harm to the people, place and economy of Aberdeen
- Connecting with citizens, customers and partners through our use of digital
- Using data and information to help us understand the demand on the Council and how we can better improve outcomes
- Being entrepreneurial - creative and innovative in how we do our business.

We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.

Aberdeen City Council is arranged into three functions, two of which are aligned to the wider determinates of good health and the final function focussed on good governance. Each function is divided into clusters, and within each cluster are service areas/teams. Teams from across the Council prioritise working together with local and regional partners to ensure a collective focus on improving outcomes for our citizens in keeping with the wider determinates of good health.

About the Families & Communities Function

The function comprises Education & Lifelong Learning, Housing, Children's Social Work & Family Support, and Corporate Landlord which is responsible for the physical assets associated with each of these service areas. The function will ensure that services are delivered in an integrated manner to achieve better outcomes for people in Aberdeen City, within the framework of statutory responsibilities and consistent with the Council's strategic objectives.

The function leads the development and delivery of a Family Support Model to enable delivery of The Promise and closer multi-disciplinary working at locality and neighbourhood level. It provides vision, leadership, strategic direction and professional advice to enable successful delivery the council's and Community Planning Partnership's priorities for families and our communities. The function facilitates multi-agency working at the most local level to support children and families; and ensure readiness and effective implementation of anticipated reforms to further strengthen the model of Family Support.

About the Corporate Landlord Cluster

This cluster consolidates all our corporate landlord activities, which include the consolidation of all health and safety activities, and is responsible for the management of commercial and non-commercial land and property assets, facilities management, contractor management and council house stock management.

This job profile provides indicative information about outcomes, tasks and activities that may be undertaken as part of this role. It is not intended to be an exhaustive list due to the need for agility and flexibility in our workforce and to be responsive to change and meet business needs.

About the **Facilities Management Team**

The team deliver a range of 'Soft' Facilities Management services within properties across Aberdeen City Council's non-housing operational property portfolio, targeted cleaning services within both the housing portfolio & for external clients and Passenger Transport services. The full range of services delivered are Education Catering, Cleaning (housing and non-housing), Distribution (mail and non-person transportation), Janitorial & School Crossing Patrol (schools only), Office & Building Management (at Council headquarters premises and city centre multi-storey car parks) and Passenger Transport (Public, Education, Social Care and Demand Responsive passenger transport) services.

About the Role

To assist the Cook in Charge in the preparation and serving of meals in a safe, hygienic, efficient manner providing a high standard of customer service

Job Title	Catering Assistant
Pay Grade	G6
Job Family	Frontline Operational Services
Location	Aberdeen City Wide



Key Outcomes and Task Examples

The post holder will deliver the following outcomes:

Examples of related tasks:

Support the Cooks in Charge in delivering a Catering Service

- Assist to prepare and serve meals in a safe, hygienic and efficient manner, in accordance with Healthy Eating criteria and The Royal Environment Health Institute of Scotland and Food Safety Plan / HACCP regulations

Adhere to the requirements of the Catering Service Quality Management System

- Adhere to the requirements of the Catering Service Quality Management System – ISO 9001:2015 as per instruction from the Cook in Charge and complete all relevant documents provided to monitor food safety and staff compliance

Ensure operational compliance

- Use only authorised and approved equipment, materials, food products and PPE supplied by the Catering service in line with manufacturers recommended use and current COSHH and risk assessments
- Wear uniform issued at all times when on duty

A flexible Catering service.

- Work in premises across Aberdeen City, predominantly in schools and other educational premises, but you may also be required to work in any other Catering facility as may be required by the service.

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Role Requirements

This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

Minimum Qualification(s) / Certificates / Memberships etc. required	• An Elementary Food Hygiene Certificate or willingness to undertake and pass this course within 6 months • FSA – Food Standards Agency's food allergy online training and pass this course within 1 month • Full PVG certificate
As a minimum, demonstrate skills and experience in	• Awareness of risks within a kitchen environment • Ability to count cash and cheques • Sound basic written and numeracy skills • Good verbal communication skills • Sound understanding of the English language • High standard of hygiene awareness
As a minimum, demonstrate an understanding of	• Basic food preparation • Nutritional standards set by the Scottish Government for food within schools • Use of electronic points of sale (tills)
Demonstrate commitment to	• An Elementary Food Hygiene Certificate or willingness to undertake and pass this course within 6 months • Training on existing equipment and processes • Any additional/new training required by the service or organisation • The principles and aims of Aberdeen City Council • The production of quality, nutritious school meals which fuel our young people to become successful learners.
Other requirements	• Travel as required in relation to the needs of the Service • Work at alternative locations as required

Our Guiding Principles

We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other:

Purpose	We care about our purpose, our people and our city
Pride	We take pride in what we do and work to make things better
Team	One team, one council, one city
Trust	We trust each other and take responsibility
Value	We value each other and recognise a job well done

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