



August 2017

1. JOB IDENTITY

Post Title:	Catering Assistant	Service:	Education & Children's Services
Section:	Catering	Grade:	Technical Operative B
Reports to:	Unit Supervisor		

2. JOB PURPOSE

- Undertake the preparation, cooking and service of food and beverages within primary and secondary schools and community facilities

This role may require flexible and weekend working

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Operate, maintain and clean equipment
- Carry out simple food preparation & cooking (kitchen only)
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at times
- Ensure that food and fridge temperatures, and cleaning requirements are all checked and adhered to, and that records are completed of these checks
- Stock vending machines and perform cashier duties at both tills and vending machines and collate cash for banking as required
- Respond to customer requests in accordance to procedures

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills

Desirable:

- Basic hygiene certificate

5. EXPERIENCE

- Desirable:**
- Kitchen / food service experience
 - Experience of working in a customer facing role
 - Experience of working in an Aberdeenshire Council Kitchen

6. KNOWLEDGE AND SKILLS

Essential: • Effective communication skills

Desirable: • Ability to work proactively and with limited direct supervision

- Sound knowledge of Food Hygiene and current Health and Safety Regulations
- Knowledge of catering for special dietary requirements, from intolerances and allergies, to preferences, such as vegetarians and children's eating patterns

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable for this post
Politically Restricted	Not applicable for this post