

Job Profile

Job Title:	Catering Assistant
Reporting to:	Catering Supervisor
Responsible for Line Management of:	N/A
Your Job is to:	You will provide catering services for schools and/or meetings within Falkirk Council. This will involve preparing and serving food. You will be motivated and enthusiastic in contributing to the delivery of an effective and efficient customer service.
Grade:	B
What you will do :	
Job Specific Tasks 1. Preparing and reheating food. 2. Transporting and serving food. 3. Ensure the kitchen and surrounding area is clean. 4. Using the cash register. 5. Ensure a high level of hygiene and health and safety is being met. 6. Catering for a large number of people. Job Demands 1. You will be based in a School/ELC Centre with travel between locations. 2. You will be required to plan and organise your own workload. 3. You will be required to work to deadlines. 4. You will regularly be responsible for cash handling or processing financial transactions such as invoices 5. You will be expected to communicate well with colleagues and others. 6. You will provide a front-line service to council customers. 7. You will be responsible for expensive equipment. 8. You will be required to work as part of a team.	

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
- Basic numeracy and literacy - Gain/maintain PVG membership for working with children.	Certificate in Food Hygiene in Elementary	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
Experience in current Health and Safety regulations and procedures.	- Previous Catering experience. - Experience in direct cash handling. - Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		

Catering Assistant