

Job Description

Job Title Catering Assistant - Driver

Level 2

Service Facilities Management

Job Purpose

To deliver meals, food, equipment and provisions to schools and other catering units. Assist in any kitchen within South Ayrshire Council Facilities Management and undertake duties associated with food services.

Date: November 2018



Post Responsibilities:

- Uplift and delivery of meals and provisions to and from South Ayrshire Council premises
- Transportation of equipment as required.
- Set up function area with crockery, cutlery and provisions.
- Transporting and serving of meals
- Basic preparation of food and beverages
- Simple cooking
- Till duties and cash handling
- General kitchen and dining room duties
- Cleaning of the kitchen, its surrounds and equipment
- Provide a service that is customer focused.
- Ensure that the vehicle is in a safe condition by carrying out routine checks and report defects immediately.
- To carry out any other duties consistent with the post as directed by the Catering Supervisor

Possession of:

- Basic knowledge and awareness of Health and Safety Working practices
- Ability to work either as a team member or lone worker, as required
- Good health, mobility and physical fitness.
- Full current driving Licence
- Elementary Food Hygiene Certificate desirable.

Substantiated ability to:

- Demonstrate relevant work experience relative to the role.
- Articulate with good manners and a willingness to help others.
- Work with limited supervision to deliver quality standards.
- Comply with and understand the importance of adhering to the dress code relevant to the role, reflecting public image in conjunction with service delivery.
- Work Teacher's In-Service days.
- Meet the standards required under the Values and Behaviours of South Ayrshire Council.



Demonstrable experience of:

- Food preparation within a catering environment
- Manual Handling skills and experience
- Good Communication skills, with the ability to follow instructions
- Self-motivation, reliability and enthusiasm
- Ability to adapt within a flexible working environment with the ability to cover various locations across South Ayrshire Council as and when required including weekends

Proven technical understanding of:

- Customer care with a strong commitment to providing a high standard of service delivery
- Literacy and numeracy

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications For your membership of the PVG Scheme, you must immediately notify your Line Manager.

