**JOB PROFILE**

**Post Title: Kitchen Assistant (Cash Cafeteria)**

**Post No: Generic**

The Kitchen Assistant will undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, simple cooking, and serving of food.

Specific duties will include:

- The basic preparation of food and beverages - for example, the preparation of vegetables, snacks and sandwiches
- Simple cooking*, transportation** and serving of meals
- General kitchen and dining room duties - for example, receiving and putting away stock, stocking dining room servery areas and equipment, washing up, setting up and clearing away equipment and tables
- Cleaning of the kitchen, its surrounds and equipment
- Operating a cash till and handling cash

The duties of this job may vary according to seasonal demands and from time to time, the Council may require the postholder to undertake duties outside those specified.

* ‘Simple cooking’ includes the heating and/or reconstitution of convenience foods and vegetables, and assisting a higher graded operative where clear instructions are available.

** ‘Transportation of meals’ is the physical movement of prepared food from the kitchen to the appropriate serving point, and may include the packing and loading of food containers and their unpacking and unloading.

**PERSON SPECIFICATON**

**Post Title: Kitchen Assistant (Cash Cafeteria)**

**Post No: Generic**

**This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.**

## Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.

2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.

3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

**Additional post specific attributes are set out below;**

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **1 QUALIFICATIONS** | | |
| • **Essential Food Hygiene Certificate** | | *** |
| • **Catering qualifications such as SVQ2, City & Guilds 706.3 or Scotvec modules** | | *** |
| • **Health & Safety training** | | *** |
| **2 EXPERIENCE** | | |
| • **Any catering experience, commercial, educational or voluntary** | *** | |
| • **Previous school meals experience** | | *** |
| • **Experience of working with children** | | *** |

| | | |
|---|---|---|
| | | |
| **3 KNOWLEDGE SKILLS & ABILITIES** | | |
| • **Basic understanding of nutrition** | | *** |
| • **Physically able** | *** | |
| • **Food Safety Regulations** | | *** |
| • **Risk Assessments & COSHH** | | *** |
| • **Operation of catering equipment** | | *** |
| • **Team Worker** | *** | |
| • **Numerate** | *** | |
| **4 VALUES (Commitment to…)** | | |
| • **Customer focused service** | *** | |
| • **Encouraging pupils to eat a balanced diet** | *** | |
| • **Flexibility** | *** | |

Allowances: None

Evaluated Grade: C

Date of Evaluation:

Job Profile Last Amended on: 18/08/09

Updated for Single Status – 18/08/09