south AYRSHIRE COUNCIL
Comhairle Siorrachd Àir a Deas
Making a Difference Every Day

Job Description

Job Title Catering Assistant

Level 2

Service Facilities Management

Job Purpose

Undertake, under the general direction of the Catering Supervisor the preparation, simple cooking and serving of food.

Date: 13.08.19



Post Responsibilities:

- Basic preparation of food and beverages.
- Simple cooking.
- Transporting and serving of meals.
- 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.
- To carry out 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.

Proven Record of:

- Relevant work experience relative to the role

Substantiated ability to:

- 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.

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.