Catering Assistant

Papdale Halls of Residence

At a glance:
Grade: B
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:
Your work will include assisting with the provision of meal services within Papdale Halls of Residence.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Deputise for the Cook in periods of their absence.
Undertake basic food preparation duties.
Serve meals to residents, ensuring food safety procedures are followed.
Liaise with the Cook and know the composition of menus.
Work with House Parents/Senior House Parents to encourage acceptable standards of behaviour in the dining area.
Clean kitchen equipment, surfaces and floors, following COSHH instructions for any product used.
Observe Health and Safety procedures applicable to the kitchen and dining areas.
Set up and clear dining room furniture as required.
Clean the coffee bar area downstairs and assist with the supervision of standards within the coffee bar areas in blocks.
Observe food safety procedures, including requirements for HACCP, food safety and personal hygiene, at all times.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council’s emergency response

Skills and Requirements

Must have

Elementary Food Hygiene Qualification or equivalent
Minimum of 3 months experience of customer service in a hospitality environment
Basic knowledge of food safety and HACCP
Good general standard of education, including literacy and numeracy

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	Yes