MORAY COUNCIL

**JOB DESCRIPTION**

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| (1) **JOB IDENTITY** | |
| **POST TITLE:** Catering Assistant x 2posts | **DEPARTMENT:** Environmental Services |
| **SECTION:** Environmental Protection - Catering | **LOCATION: Buckie High** |
| **REPORT TO:** Unit Supervisor | **POST NO: MOR07336** |
| **GRADE**: SJC Grade 3 |  |

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| (2) **JOB PURPOSE AND WAY OF WORKING** |
| To undertake, normally under direction, the preparation, simple cooking, serving of meals and other general duties. |

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| (3) **MAJOR TASKS** |
| * 1. Food Preparation   2. Simple Cooking   3. Serving of Meals   4. General Duties   3.5 Health & Safety |

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| (4) **REPORTING RELATIONSHIPS** This job is indicated by \* |
| Catering Officer  Unit Supervisor  Catering Assistant\* |

*SIGNATURES AND ADMINISTRATION ONLY*

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| *Author’s Signature:  Postholder’s Name:  Supervisor’s Name:* | *Validator’s Signature:  Signature:  Signature:* | *Date:  Date:  Date:* |

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| (5) **DUTIES TYPICALLY INCLUDE:** |
| * 1. **Food Preparation**       1. Assist with simple preparation of food and beverages.      2. Preparation of vegetables, etc.   2. **Simple Cooking**      1. Assist with simple cooking tasks if required   3. **Serving of Meals**      1. Serving of meals as required   4. **General Duties**      1. Setting up and clearing away equipment, tables, chairs etc.      2. Washing up by hand or machine, equipment, pots, etc.      3. Cleaning of the kitchen, its surfaces, surrounds and equipment.      4. Cleaning of Toilet and Welfare areas      5. Assist with receipt and storage of goods.      6. Assist with handling of cash and other simples cashier duties.      7. Ensure a high standard of customer care in respect of all users of the service.      8. Carry out any other duties as may be reasonably required from time to time.   5. **Health & Safety**      1. Ensure that the highest standards of Health & Safety are applied whilst performing the duties of the   post.  **The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.** |

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**PERSON SPECIFICATION**

**Post:** Catering Assistant

**Department:** Environmental Services – Environmental Protection

**Date Specification Completed:** 13 August 2020

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| **ATTRIBUTES** | **ESSENTIAL** *The minimum acceptable levels for safe and effective job performance* | **DESIRABLE** *The attributes of the ideal  candidate* |
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| 1. **Experience** | General housekeeping duties (cleaning, washing up, storage)  Experience of working as part of at team | Experience of working in a kitchen/catering environment  Experience of working in a school or similar establishment with children  Experience of cash handling |
| 1. **Education and qualifications\*** | Food Hygiene qualifications or willingness to obtain this within first six months of employment  PVG Memebership for Regulated work with Children or willingness to obtain prior to a formal offer of employment being made  Good standard of numeracy skills (for cash handling) | City & Guilds Catering Level 1 /2 or equivalent |
| 1. **Skills/abilities (general)** | Basic knowledge of safe working practices |  |
| 1. **Skills/abilities specific to post\*** | Knowledge of Basic Food Hygiene  Ability to prepare hot and cold food and attention to detail with regard to food presentation  Abiltiy to follow instructions i.e. from Line Manager, menus, recipes, guideline, Codes of Practice etc. | Driving licence and access to vehicle |
| 1. **Inter-personal and social skills** | Ability to develop and maintain good relationships for team working with colleagues and other Moray Council employees  Appropriate communications skills for interaction with school pupils  High standard of personal hygiene |  |
| 1. **Working environment & physical demands** | Awareness of potential hazards in a kitchen environment  Ability to lift large pots and pans  Ability to reach and bend  Ability to stand for long periods of time | Ability to work extra school events, if required |

**\* Candidates will be required to show these documents if invited for interview.**

**Satisfactory Disclosure Scotland check required?**  ~~YES~~ / NO

**Membership of Protecting Vulnerable Groups Scheme**

**(Working with Children)** YES / ~~NO~~

**Membership of Protecting Vulnerable Groups Scheme**

**(Working with Vulnerable Adults)** ~~YES~~ / NO

**Satisfactory pre-employment medical screening required**? YES / ~~NO~~