

Devon County Council Job Description



Position Title	Catering Assistant - Schools		
Location	Seaton Primary School		
Reporting to	Kitchen Manager		
Position Number(s)			
Grade	B		
Directorate/Section/	School kitchen		
Effective date of JD		JE Job Number	G.0963

Job Purpose including main duties and responsibilities:

The main purpose of the job is to:

To assist the kitchen manager with the preparation of food and meals. To assist with the hygiene and maintenance of the kitchen environment. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

Preparation of meals, food

Assist with the laying up of table and serving counters

Assist with the clearing, cleaning and tidying of tables and serving counters

Prepare, wash all salad ingredients and vegetables prior to inclusion into food preparation

Clean and tidy the kitchen after meal service etc, ensuring that all dry goods and other food stocks are safely and securely stored

Undertake steam clean of ovens and racks

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management		◦	◦
Experience	◦	◦	◦
Practical Skills	◦	◦	◦
Communication	◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills		◦	◦
Education and Training			◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where		◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards		

Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling		
Verbal / physical abuse		
Work equipment		
Fire		
Environmental		
Isolation / lone-working		
Slips, trips & falls		
Chemical		
Working with Vulnerable persons		
Premises related		
Transport risks		
Working at heights		
Other		

This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job

- 1. Supervision and Management:**
There is no requirement for the job holder to supervise staff
- 2. Creativity and Innovation:**
To be ready to vary routine of day in order to meet with unexpected occurrences such as menu change, breakdown of equipment or to cover duties of absent kitchen colleagues
- 3. Links with other officers, Service users or Members of the Public:**
To work as kitchen team member supporting as required.

Contact with customers on issues over menu and food service delivery

Contact with goods delivery staff
- 4. Levels of Responsibility:**
To report to kitchen manager any observations of equipment maintenance needs and stock issues
- 5. Effects of Decisions:**
Kitchen works efficiently, meals are served on time.
- 6. Resources:**
To ensure that all kitchen equipment is used in a proper and safe manner.
Report any faults in equipment to manager

Take payments for meals
- 7. Work Demands:**
Job is to prepare food for meal service at designated time. Needs to manage work load and interruptions in order to achieve this
- 8. Physical Demands:**
Job will require the holder to lift, carry heavy food containers bags of stock, dishwasher trays etc.

Will need undertake daily cleaning operations of utensils and work surfaces
- 9. Working Conditions:**
Kitchen environment becomes hot and humid during the food preparation and serving process. Kitchen can become quite noisy when mechanic mixers, potato peelers etc are in use, coupled with noise from metal cooking containers being moved from oven to work surface etc

10. Work Context:

Will work in an environment where there are very hot surface, liquids and oils. Use of mechanical cutting machines and sharp knives. Need to lift and carry hot cooking pans from oven to work surface, serving counter.

Work in the kitchen is subject to much hustle and bustle

Deal with customer queries

11. Knowledge and Skills:

Need to have knowledge of safe food handling

Basic Food Hygiene Certificate

Understanding of health and safety

Ability to follow menus and cooking instructions

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Scor

Signatures:

Job Description agreed by:

Line/Originating

Manager: _____ **Date:** _____

Head of Service/Head

teacher _____ **Date:** _____