

JOB DESCRIPTION

May 2012

DIRECTOR AREA: Public Health	Service Area:
Head of Service Area: Libraries & Heritage	Is this description a generic JD? Yes /No
GRADE:	JEM Reference No: 4564 Enhanced DBS Required? Yes No
JOB TITLE: Catering Assistant	
REPORTS TO : Catering Supervisor (or other designated person)	
1.	PURPOSE OF JOB: To provide a high quality food and beverage service to visitors. The post holder will be responsible for the maintenance of a high standard of hygiene throughout the catering service and seating areas
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	Assist in general food preparation and production of the café and meeting catering menu offer. i.e. prepare salad, sandwiches and other hot and cold food items as required.
ii.	Set up, open, operate and close-down café and seating areas in line with the daily operational procedures
iii.	Serve customers in the café and deliver beverages and buffets as required
iv.	Set up function/meeting rooms, prepare beverages and buffets, clear and wash up as required
v.	To notify of any stock that is required to be ordered in good time
vi.	Receive; check and record deliveries for quality, quantity and temperature, and store ensuring stock rotation procedures are followed
vii.	Maintain records which demonstrate due diligence and adhere to written Policies and Procedures
viii.	Washing up all utensils used in the preparation, cooking and service of food, including crockery and cutlery.
ix.	To undertake general kitchen duties including cleaning floors, walls, surfaces and equipment following laid down cleaning procedures
x.	Ensure tea cloths hand towels table cloths etc are clean and available, and that they are regularly laundered. Launder on an as and when basis service
xi.	To answer queries and respond to requests accurately and efficiently
3.	MANAGEMENT OF PEOPLE None SUPERVISION OF PEOPLE

	None
4.	CREATIVITY AND INNOVATION Work is carried out within procedures presenting limited opportunity for creativity only within clearly defined roles.
5.	CONTACTS AND RELATIONSHIPS The postholder will have contact with line manager, site coordinator other employees and visitors/guests to the facility; there may be occasional contact with suppliers.
6.	DECISIONS a) Discretion Working within clearly defined procedures, generally discretion is made within a range of set alternatives
	b) Consequences Impacts on lunchtime/break activities
7.	RESOURCES Resources such as crockery, cutlery, general kitchen equipment, responsible for taking care of the general facilities within the kitchen
8.	WORK ENVIRONMENT a) Work Demands Work subject to interruption but does not affect the overall completion of the task.
	b) Physical Demands Preparation of dining area may include moving and handling of tables, chairs etc
	c) Working Conditions Working in café and kitchen area - both are well lit and ventilated.
	d) Work Context May be at risk from use of equipment e.g. cleaning chemicals and machinery. The postholder may have limited exposure to abuse/aggression from cafe customers and facility visitors.
9.	KNOWLEDGE AND SKILLS Basic Food Hygiene Certificate or be supervised and appropriately trained to a level which ensures hygiene standards are met and maintained at all times.

10. GENERAL

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: [Manager]
Job Description agreed by: [Postholder]

Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.

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