

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 4564

Service Area: Culture

Grade: G1

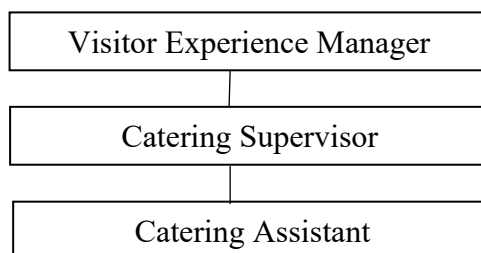
Job Title: Catering Assistant

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.

STRUCTURE CHART:



MAIN DUTIES:

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| 1. | 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. |
| 2. | Set up, open, operate and close-down café and seating areas in line with the daily operational procedures. |
| 3. | Serve customers in the café and deliver beverages and buffets as required. |
| 4. | Set up function/meeting rooms, prepare beverages and buffets as required. |
| 5. | To notify of any stock that is required to be ordered in good time. |
| 6. | Receive; check and record deliveries for quality, quantity and temperature, and store ensuring stock rotation procedures are followed. |
| 7. | Maintain records which demonstrate due diligence and adhere to written policies and procedures. |

8.	Washing up all utensils used in the preparation, cooking and service of food, including crockery and cutlery.
9.	To undertake general kitchen duties including cleaning floors, walls, surfaces and equipment following laid down cleaning procedures.
10.	Ensure tea cloths, hand towels, tablecloths etc. are clean and available, and that they are regularly laundered. Launder on an as and when basis service.
11.	To answer queries and respond to requests accurately and efficiently.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Basic Food Hygiene Certificate.	A	X	
Basic understanding of food hygiene and safe work practices.	I	X	
Experience of working in a catering, hospitality, or customer-facing environment.	I	X	
Experience of food handling preparation or kitchen duties (e.g. sandwiches, hot/cold food).	I	X	
Experience of cleaning, washing up, or maintaining hygiene standards.	I		X
Ability to provide good customer service and respond to queries effectively.	I	X	
Ability to follow procedures and instructions accurately (e.g. hygiene, stock rotation, cleaning schedules).	I	X	
Basic numeracy and literacy skills (for stock checks, records and communication).	A	X	
Flexible approach to duties (supporting café, functions, cleaning etc).	I		X
Awareness of health and safety and hygiene responsibilities.	I	X	
Ability to undertake manual handling (e.g. moving tables/chairs, standing for periods).	I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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 post holder.

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.