SERVICE: NEIGHBOURHOODS
SECTION: FACILITIES MANAGEMENT
LOCATION: Various locations throughout the Borough
JOB TITLE: Casual Catering Assistant

POST NUMBER:
Grade: 3
Accountable to: Area Support Manager
Accountable for: None
Hours of Duty: Various hours to meet the needs of the service

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

This post is subject to an enhanced DBS and background check.

This post is not Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

Facilities Manager

Senior Area Support Manager/Assistant Area Support Manager

Kitchen Supervisor

Catering Assistant

PURPOSE AND OBJECTIVES OF THE JOB
To undertake the preparation cleaning, cooking and serving of food and beverages, and to also include dining room duties as directed by the Supervisor.

**Control of Resources**

**Personnel**

N/A

**Financial**

N/A

**Equipment/Materials**

Cleaning materials, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

**Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

**Equality and Diversity**

To work in accordance with the Authority’s Policy relating to the promotion of Equality and Diversity.

**Training and Development**

The post holder will be responsible for the assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

**Relationships (Internal and External)**

**Internal**

Area Support Manager, Kitchen Supervisor, designated Officers of the Authority.

**External**

Parents/Members of the public

**Responsibilities**

The postholder must -

(i) Perform his/her duties in accordance with Rochdale Council’s Equality and Diversity policy.

(ii) Ensure that Rochdale Council’s commitment to public service orientation and care of our customers is provided.

**Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
Always learning and improving
Be aware of and apply the Rochdale Way behaviours at all times.

**Principal Duties**

1. Preparation of food and beverages.
2. Cooking of meals in accordance with menus.
3. General kitchen and dining room duties (for example washing-up, setting up and clearing away equipment and tables).
4. Cleaning of the kitchen, its surrounds and equipment.
5. Administration tasks
6. Assisting the Cook as directed.

**Secondary Duties**

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).
Rochdale Borough Council  
Person Specification

Service : NEIGHBOURHOODS  
Post: CASUAL CATERING ASSISTANT

Section : FACILITIES MANAGEMENT  
Post Number : FMADCS000001

Job Ref:  
Grade: 3

Note to Applicants:
The Essential Criteria are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.
The How Identified column shows how the Council will obtain the necessary information about you.
If the How Identified column says the Application Form next to an Essential Criteria you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.
The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential (E) or Desirable (D)</th>
<th>How Identified: AF Application Form / Interview / A Assessment</th>
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</thead>
<tbody>
<tr>
<td>Filter Questions</td>
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<tr>
<td>1 Are you prepared to have an enhanced Disclosure and Barring Service check and background check?</td>
<td>E</td>
<td>AF/Interview</td>
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<tr>
<td>2 Are you prepared to achieve Foundation Certificate in Food Hygiene within 3 months of starting job?</td>
<td>E</td>
<td>AF/Interview</td>
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<tr>
<td>3 Are you prepared to undertake Level 2 NVQ?</td>
<td>E</td>
<td>AF/Interview</td>
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<tr>
<td>Qualification and Experience</td>
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<td>4 Please provide details of your experience of working as part of a team.</td>
<td>E</td>
<td>AF/Interview</td>
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<tr>
<td>5 Please provide details of what experience you have of dealing with children.</td>
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<td>AF/Interview</td>
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<td>Skills and Knowledge</td>
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<td>6 Please provide details of your knowledge of food storage.</td>
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<td>7 Please give details of your numeracy and literacy skills</td>
<td>E</td>
<td>AF/Interview</td>
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<td>8 Please provide an example of why you think good customer care skills are important.</td>
<td>E</td>
<td>AF/Interview</td>
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<td>9 Tell us about your knowledge of personal hygiene within the kitchen.</td>
<td>E</td>
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<td>10 What knowledge/skills do you have of basic recipes and cooking methods?</td>
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<td>11 Please confirm you are willing to work in other kitchens within the Borough</td>
<td>E</td>
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<td>12 Are you willing to wear protective clothing?</td>
<td>E</td>
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<td>Behaviours and Values</td>
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<td>13 Approach the job at all times using the values set out in the Rochdale Way:</td>
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<td>• Valuing our people</td>
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<td>Please confirm you are willing to adhere to these values and behaviours.</td>
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<td>Armed Forces</td>
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<td>14</td>
<td>If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces</td>
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<td>15</td>
<td>If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces</td>
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