

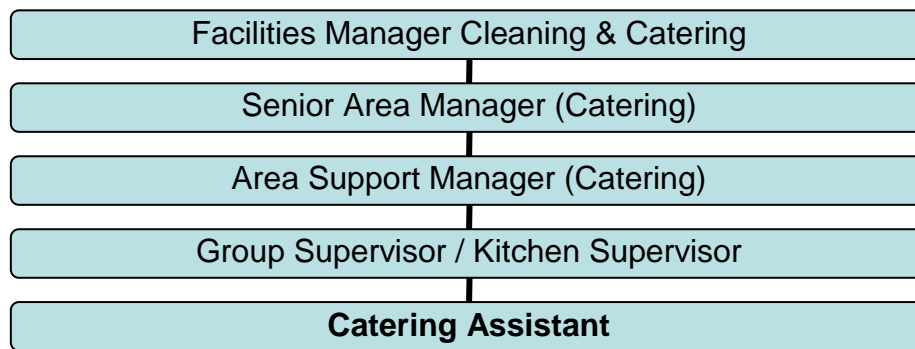
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Neighbourhoods
<b>SECTION:</b>	Facilities Management
<b>LOCATION:</b>	
<b>JOB TITLE:</b>	Catering Assistant
<b>POST NUMBER:</b>	
<b>Grade:</b>	3
<b>Accountable to:</b>	Group Supervisor/Area Manager
<b>Accountable for:</b>	
<b>Hours of Duty:</b>	Hours per week Term Time Only
<b>Any Special Conditions of Service:</b>	<p>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 R B C.</p> <p>Appointment to this post is subject to enhanced Disclosure &amp; Barring Service checks including a barred list check against the Child Workforce.</p> <p>To be eligible to apply for this post you must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

**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



## **PURPOSE AND OBJECTIVES OF THE JOB**

To undertake the preparation in cooking and service of meals to a high standard as directed by the Group Supervisor at any kitchen where there is a staffing requirement or operational need.

### **Control of Resources**

#### **Personnel**

No immediate responsibility.

#### **Financial**

To assist with the achievement of financial targets (i.e. portion control)

#### **Equipment/Materials**

The efficient and effective use of stores materials and other supplies as directed by the Group 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 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**

Dealing with pupils, staff, general public and other service users both of the school and the Authority in general, and to promote good relations in the provision of an effective catering service.

#### **External**

Dealing with members of the general 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.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.

## **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 and cooking of food and beverages in accordance with menus.
2. Ensure food hygiene and health and safety regulations are adhered to at all times.
3. Assisting in the organisation of the on-site meal service or transported meals
4. General kitchen and dining room duties (i.e. washing up, setting up and clearing away equipment and tables).
5. Cleaning of the kitchen, its surrounds and equipment.
6. Practising and encouraging good housekeeping with energy conservation and equipment
7. To ensure COSHH regulations are followed at all times
8. To ensure that HACCP regulations are followed at all times
9. Simple clerical duties as directed by Group Supervisor / Kitchen Supervisor (Temperature recording, signing cleaning sheets, counting plates and trays etc)
10. To follow instruction from Group Supervisor / Kitchen Supervisor
11. Maximising good customer relations with colleagues and clients.
12. Attend training courses as required
13. Carry out any other reasonable duties within the overall function of the job

## **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 postholder (and if he/she so wishes, with his/her Trade Union representative).
- 3 To ensure service standards of client are met.

Job Description prepared by \_\_\_\_\_ Date \_\_\_\_\_

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	Neighbourhoods	<b>Post:</b>	Catering Assistant
<b>Section :</b>	Facilities Management	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	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 criterion. You should include examples from your paid or voluntary work.

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	Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
	<b>Filter Questions</b>		
1	If you are an external candidate please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.	E	AF
	<b>Special Working Conditions</b>		
2	Are you prepared to attend meetings and training as required?	E	AF
3	Are you prepared to work in any kitchen within the borough?	E	AF
4	Are you willing to wear protective clothing?	E	AF
5	Are you prepared to work within Rochdale Council's Policies and Procedures with relation to safeguarding.	E	AF/I
	<b>Qualifications and Experience</b>		
6	Are you prepared to achieve Foundation Certificate in Food Hygiene within 3 months of starting work?	E	AF
7	Are you prepared to undertake Level 2 NVQ?	E	AF
8	Please give details of any previous experience working in a kitchen environment	E	AF/I
9	Please give details of your experience of working as part of a team.	E	AF/I
10	A good standard of Maths and English is required for this role – please detail your ability.	E	AF/I
	<b>Skills and Knowledge</b>		
11	Do you have the ability to undertake light/moderate lifting, i.e. food deliveries, dining room duties?	E	AF/I
12	What is your knowledge of food storage?	E	AF/I
13	What abilities do you have to be able to communicate effectively, politely and respectfully, particularly when dealing with staff, pupils, parents, teachers, suppliers and food representatives?	E	AF/I
14	Please give details of your ability to establish positive interaction with all staff, pupils, parents, teachers, suppliers and food representatives.	E	AF/I
15	How would you work flexibly when covering absences to ensure smooth running within a kitchen establishment?	E	AF/I
16	What is your knowledge of personal hygiene?	E	AF/I
17	Please explain why it is important to work within food legislations (HACCP) and cleaning chemical regulations (COSHH) within a school kitchen.	E	AF/I

	Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
	<b>Skills and Knowledge (continued)</b>		
18	Why do you think good customer care skills are important?	E	AF/I
19	What knowledge you have of basic recipes and cooking methods?	E	AF/I
	<b>Behaviours and Values</b>		
20	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>Valuing our people</li> <li>Focusing on customers</li> <li>Acting with integrity</li> <li>Using time and money wisely</li> <li>Working together</li> <li>Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
	<b>Armed Forces</b>		
21	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
22	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.	D	AF/I