

Job specification



Job title: Catering Assistant
Service: Local Kitchen, Transport and Road Safety (LTRS)
Grade: G2
Reporting to: LTRS Operational Area Supervisor

Your job

Local Kitchen provide a range of services to our schools across the borough including the effective delivery of a school meals service. We cater for primary, high and special schools in the Wigan area and caters for pupils aged 4-19 years.

You will work under the direct supervision of the School Chef assisting in the provision and preparation of catering services which will include food preparation, moving furniture, food service delivery, general cleaning duties and washing up.

You will work alongside other team members to provide catering and cleaning duties in accordance with relevant policies and procedures. Dependant on the school you may be required to undertake cash handling and operate a till.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an on-going basis you will:

- Ensure all work undertaken is completed in specified timescales.
- Promote a welcome and friendly environment for customers.
- Lead the catering provision and service of all catering requirements.
- Complete, maintain and submit all relevant documentation including Hazard Analysis and Critical Control Points (HACCP), food and equipment orders and staff time sheets.
- Comply with the relevant quality assurance standards.
- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- To promote safe working practices and work always in a way that will ensure your own personal safety and that of others.
- Undertake regular training as and when required under the direction of the School Chef.
- Attend meetings including directorate level 'Listening into Action', attend regular staff engagement sessions which focus on continuous improvement and attend 2 cleaning days per year.

- Remain adaptable and respond positively to ad-hoc work location changes which will enable Local Kitchen to deliver its daily food provision to all schools within the portfolio.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need

You must be able to demonstrate the following essential requirements:

- Understanding of the principles of good customer care.
- Knowledge of basic food hygiene principles and willingness to undertake training.
- Understanding of Health & Safety principles and willingness to undertake relevant mandatory training.
- Knowledge of basic food preparation.
- Basic numeracy and literacy skills.
- A passion to do your best and support Local Kitchen's entire food provision delivery.
- Ability to stand for long periods of time and be able to lift heavy equipment.
- Confidence to work on your own initiative and as part of a team.
- Willingness to work on school inset training days and school open evenings when required.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.