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| Directorate: | Place | Section: | Citywide Services |
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Job details

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| Job title: | General Catering Assistant (Casual) |
| Grade: | Grade 1B SCP 3-4 plus holiday entitlement |
| Location of work: | Various units within the School and Welfare Catering Contract |
| Directly responsible to: | Cook Supervisor / Unit Manager |
| Directly responsible for: | N/A |
| Hours of duty: | Variable, subject to service requirements |
| Primary purpose of the job: | To assist and contribute to the delivery of a quality school catering service. |

Main duties and responsibilities/accountabilities

1. Assist in providing a quality school catering service to all our customers by providing an efficient and helpful service at all times, responding to customer comments and complaints in a positive pro active manner.
2. Assist in the basic preparation and cooking of food and beverages.
3. Preparing, setting up and clearing of dining room before and after service including where necessary the movement and storage of dining room furniture.
4. Assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.
5. Setting up service counters and displays and the service of food and beverages ensuring correct portions served and food arranged attractively on the plate.
6. Washing, drying and the storage of crockery and kitchen utensils.
7. Assist in the receipt and storage of deliveries.
8. Removal of kitchen waste to prescribed refuse collection areas.
9. Ensure the correct tariff is charged, correct monies taken and cash is held securely at all times, relevant where cash systems in operation)
10. Able to attend meetings / training courses as required.
11. To undertake any other such duties that are reasonably commensurate with the level of this post.
12. The post holder must carry out their duties with full regard to the City Councils Equal Opportunities, Health and Safety and Community Strategy policies.
13. To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: July 2017

Prepared/revised by: Paula Worthington

Agreed job description signed by holder: