

Chellow Heights School



Job Description – Catering Assistant

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.

Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.

The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVE OF THE JOB:

To work as part of a team to prepare, cook and serve (or pack transported meals) a given number of meals for a set time and in accordance with Quality Procedures and work instructions.

SKILLS:

No formal training required, on the job training will be given over a period of two months. Care required to produce meals of consistent high standards and service to customers of between 3 and 11

Correct use and cleaning of kitchen tools and equipment as indicated by the job breakdowns.

Ability to understand simple written and oral instruction e.g. slip book, kitchen notices, etc.

RESPONSIBILITY FOR PEOPLE:

Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulation 1995, the Health and Safety at Work Act 1974 and School policies, for which induction training will be given.

RESPONSIBILITY FOR RESOURCES:

Responsible for the kitchen light equipment and heavy equipment, its use, care, safety and cleanliness under the general supervision of the person in charge e.g. Mixers, Chippers, Vegetable Preparation Knives, Ovens, Boilers, Fryers etc. Responsible for the care and cleanliness of protective clothing issued.

SUPERVISORY RESPONSIBILITIES:

None.

INITIATIVE:

Responsible for day to day decisions of a minor nature relating to the efficient production of the meal.

MENTAL EFFORT:

Job requires normal mental effort and short periods of concentration at peak times e.g. Ensuring correct temperatures and times are adhered to, correct serving techniques performed within the time allocated.

PHYSICAL EFFORT:

Job requires normal physical effort with occasional physical effort sometimes in awkward positions.

WORKING CONDITIONS:

Working in reasonable conditions with exposure to high and low temperatures according to food handled.

SUMMARY OF MAIN TASKS:

Prepare and cook vegetables, potatoes, sauces, gravies and salads as instructed by the person in charge.

Prepare dining room and service area. Serve the meal as attractively and hygienically as possible giving consideration to customers' wants and needs. Wipe and clear dining tables, trays, and service counter during service or in between sittings as required.

Clean and store away all equipment used during preparation, cooking and service. Clean dining room floor and furniture etc after service and re stack furniture if necessary.

Assist with cleaning the kitchen, stores, toilets, drains, swill bins, dustbins etc. This work is usually arranged on a rota system but a willingness to help others is essential.

Be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the School's Designated Safeguarding Lead or Named Person.

Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

ANY OTHER TASKS:

To help with any other duties or tasks at the request of the person in charge at any time of the day. To attend for extra cleaning on specified days. To attend training courses as required.

FLUENCY DUTY

In line with the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions:

- Enhanced DBS Check required.
- Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006).
- Will not require holiday leave during term time.
- Flexible to work at either of our School sites, sometimes at short notice.