



NELSON TOWN COUNCIL

JOB DESCRIPTION

POST TITLE:	Catering Assistant
GRADE:	£9.00 per hour – New SCP 1 £17,364 Pro Rata
RESPONSIBLE TO:	Nelson Town Clerk – Supervised by Catering Co-ordinator
MAIN PURPOSE OF JOB:	<p>Assist the Catering Co-ordinator to ensure the effective operation of the catering services</p> <p>Assist the Catering Co-ordinator to ensure the effective running of a commercial kitchen including all health and safety requirements are met</p> <p>Assist the Catering Co-ordinator to ensure financial targets are met and stock control is managed effectively</p> <p>Responsible for the cleaning for the kitchen area and Café</p> <p>Responsible for the opening and closing of the site and running the Cafe in the absence of the Catering Co-ordinator</p>
STANDARD HOURS:	16 hours – Flexible over 5 days may include some evening and weekend working if required
SERVICE AREA:	Nelson Town Council, Revive Café, Unity Well Being Centre

KEY DUTIES AND RESPONSIBILITIES:

1. To support with the creation of a nutritionally balanced menus for café services, Meals on wheels and buffets offering value for money, meeting health and wellbeing requirements and developed in consultation with service users
2. Assist in effective budget control and monitoring in order to maximise the financial resources.
3. To assist in the collection of monies, and cashing up, relating to catering and wellbeing services in line with supervisor
4. To support with the ordering of all food and other stock, weekly stock take and rotation of stock.
5. To ensure the cleaning of the building is maintained
6. Ordering of cleaning materials as appropriate and storage of cleaning materials safely in a secure place
7. To be responsible for the completion of all cleaning sheets within the kitchen inline with the safer food better business guide – ensuring food hygiene standards are met

8. To check fridges and freezer temperatures and record as appropriate to ensure equipment is functioning correctly and inform supervisor if any equipment is not
9. To check food stock daily to ensure all food is in date and any out of date food is disposed of correctly and ensuring stock rotation is taking place
10. To support volunteers, trainees and apprentices across the service
11. To assist in the day to day operations of Catering services at the designated site; including the successful development of the outside catering business, Meals on wheels, café service and any other catering services as and when required
12. To support manager in developing, implementing and maintaining policies and procedures relating to the service.
13. Responsible for maintaining a level 5 food hygiene standards
14. To assist in securing agreements with external contractors for corporate buffets and catering services
15. To increase and maximise the income into the business by increasing the number of people accessing all services
16. To take full operational responsibility in the absence of the supervisor.
17. To identify opportunities for future business in relation to catering contracts
18. To assist in the maintenance of updated accurate records and files in all work areas, providing reports, statistics and information in line with guidelines.
19. To work outside normal office hours as necessary to undertake the duties of the post
20. To undertake training relevant to the duties of the post.
21. To undertake such duties as may be required from time-to time and which are commensurate with the grading of the post.
22. To be proactively involved in the work of a Corporate Group, in order to make an effective contribution to the successful achievement of the group's aims and objectives
23. To work flexible hours that meet the needs of the service and cover for absences of the supervisor.
24. To work additional hours at the demands of the service as required.

Footnote

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Disability Discrimination Act (1995)

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.



NELSON TOWN COUNCIL PERSON SPECIFICATION

No	Selection Criteria	Essential/ Desirable E/D	Means of Assessment
QUALIFICATIONS:			
1.	Basic Food hygiene certificate with Cater craft or similar award (or a willingness to work towards one)	D	C
2.	Intermediate or level 3 food hygiene certificate with Cater craft or similar award	D	C
Experience			
1.	To have experience of working in a customer focused environment with a variety of customer groups	E	A/I
2.	Various cleaning methods	E	A/I
3.	To have experience working with volunteers, trainees or apprentices	D	A/I
4.	Working to and within a budget	E	A/I
5.	To demonstrate a high level of motivation to achieve high standards of cleanliness.	E	I
6.	Developing menus and creating dishes	D	A/I
7.	Ordering stock in line with budgets	E	A/I
8.	Delivering successful catering business/service	D	A/I
9.	Co-ordinating others to deliver services	D	A/I
10.	Cash Handling and cashing up	E	A/I
Knowledge and skills			
1.	Good understanding of health and wellbeing services	D	A/I
2.	Operating to a level 5 food safety standards.	E	
3.	Able to work in a pressured environment and produce meals based on products received	E	A/I
4.	Flexible and innovative	E	A/I
5.	Able to work as part of a team and individually	E	A/I
6.	Marketing and promotion of services	D	A/I
7.	Implementing policies and procedures	D	A/I
8.	Able to negotiate, influence, organise time and prioritise activities.	E	A/I
Other Requirements			
1.	Customer Care and the delivery of quality services.	E	A/I
2.	Understanding and respect the issues around confidentiality.	E	A/I
3.	Ability to be flexible in hours worked	E	A/I

Method of Assessment

A Application form
P Presentation
S Skills test

I Interview
W Written Exercise
C Production of Certificates