# Lancashire County Council

**Role Profile Operational Context Form**

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| **Post title: School Catering Assistant** | | | | | | | | |
| **Grade:** | FLW | | **Staff responsibility:** | No | **Essential Car user:** | | | No |
| **Scope of role**  The jobholder will assist with the preparation, delivery and serving of food and drink. This may include the preparation of ingredients and cooking of meals in accordance with recipes, menus or production plans, the organisation of the serving of food, the setting-up and clearance of service and dining areas, general cleaning and washing-up duties and the storage of deliveries. The jobholder may also undertake clerical duties associated with record keeping and stock control. | | | | | | | | |
| **Accountabilities/Responsibilities:**   1. To prepare the dining area for service which may include moving and/or setting up furniture and trolleys, cleaning and putting away. 2. To prepare the service area, hot cupboards and other equipment as instructed 3. To assist in the preparation, cooking and serving of food and beverages as instructed. 4. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment. 5. To clean catering areas to regulated standards as directed. 6. To undertake on and off the job training sessions as required by management. 7. To inform the Unit Supervisor of any defects in equipment or premises. 8. There may be a requirement to transfer to another Catering contract Unit within a reasonable geographical distance and with reasonable notice. 9. To undertake any other duties that may be required for the effective operation of the catering establishment. 10. Wear uniform provided, ensuring it is clean and tidy and observe hygiene standards at all times 11. To attend meetings and training sessions as required 12. To be responsibility for the health and safety of themselves and others 13. To work within school policies and procedures | | | | | | | | |
| **Prepared by:** | | Schools HR Team | | | | **Date:** | January 2023 | |

**This document** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties of the postholder. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

## Equal opportunities - We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety - All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

## Safeguarding Commitment - We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus -** We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Skills Pledge - We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

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| **Person specification** | | |
| **Post title:** **School Catering Assistant** | **Grade:** Grade 2 | |
| **Requirements** | **Essential (E) or**  **Desirable (D)** | **To be identified by: application form (AF),**  **interview (I), reference (R)** |
| **Qualifications**  Food Hygiene Certificate (if not held a commitment to working towards a recognised qualification will be required) | D | A |
| **Experience** |  |  |
| Customer Care | D | A, I |
| Experience of working in the Catering industry | D | A, I |
| Food Preparation skills | D | A, I |
| Cash Handling | D | A, I |
| **Knowledge and skills** |  |  |
| Good standard of personal hygiene | E | I |
| Able to work under pressure and use own initiative | E | A, I |
| Able to meet deadlines | E | A, I |
| Able to work as part of a team | E | A, I |
| Good customer care skills | E | A, I |
| **Other (including special requirements)** |  |  |
| Commitment to equality and diversity | E | A |
| Commitment to health and safety | E | A |
| Satisfactory Attendance Record/commitment to regular attendance at work | E | R |
| Display the School values and behaviours at all times and actively promote them in others | E | A, I |
| Commitment to safeguarding and protecting the welfare of children and young people | E | A, I |
| Commitment to undertaking in-service development | E | A |
| **Note: We will always consider your references before confirming a job offer in writing**. | | |
| **Date created:** 31/01/2023 | | |

# Role Profile

**Grade Profile - Grade 2 – Support Roles**

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| **Purpose**  To carry out a limited number of tasks in support of, or the delivery of, the service. |
| **Scope of Work** |
| Role holders will undertake a limited number of routine procedures and use associated basic tools and equipment. Minimal personal initiative is required. |
| **Accountabilities/Responsibilities** |
| The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.   * Observes personal duty of care in relation to service users, equipment or other resources used in the course of work. * Duties are clearly defined and leave little room for discretion. * Role holders are either directly supervised or controlled by the prescriptive nature of the work. |
| **Skills, knowledge and experience** |
| * Little, or no, prior experience is required. Role holders will need to gain an understanding of a limited number of routine procedures that could be gained through a short induction period or on the job training or instruction. * Ability to work as a member of a team. |
| **Performance Indicators** |
|  Carry out all tasks as instructed to required standards. |