

Job Title	Catering Assistant		
Location	Tavistock College		
Reporting to	Catering Manager		
Post Number		Grade	A
Directorate/Section	CYPS		
Effective date of JD	September 2015	JE Job Number	

Statement of Purpose:

This document outlines the current duties of the position of Catering Assistant. It indicates the level of responsibility and main tasks involved, not a complete list of duties as these may vary according to the needs of the service provided.

Main duties:

1. Ensuring all aspects of relevant legislation are complied with, in relation to the Health and Safety at Work Act 1974; the Food Safety Act 1990 and any other associated miscellaneous legislation.
2. Assisting the Catering Manager/Assistant Catering Manager in the preparation, cooking and service of food to customers – students, staff and visitors
3. The handling of cash where applicable and operation of service tills
4. All kitchen and dining room cleaning duties as per the rota and schedule for the unit
5. Preparation of dining area, serving areas and display cabinets
6. To be involved in the promotion of the service to attract the maximum number of customers
7. To assist in the provision of catering for special functions outside normal working hours/days as requested
8. To assist in the provision of catering in a civil emergency if requested by the Catering Manager
9. To act as Assistant Catering Manager or, in some instances, Catering Manager if requested
10. To hold keys to the premises if required
11. To receive food from the production unit and monitor the temperature and condition on arrival
12. To report any concerns regarding student behaviour to the Catering Manager or senior college staff

**Devon County Council
Job Description**



1. Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

Job Holder (if in place): _____ **Date:** _____

Head of Service: _____ **Date:** _____

Structure chart:



Job Description completion notes:	
Role Title, Location, Reporting to, Post Number, Work Base and Effective Date of JD to be completed by manager. Grade, Salary, and GLPC profile details to be supplied by Personnel and Performance Job Evaluation team.	
Job Purpose including main duties and responsibilities:	
This section should be used as part of the Recruitment Process. Please make sure you retain the page break and only copy the first section to any candidates. The candidates do not need to see any of the section that relate to the Evaluation process.	
Initially describe in brief what the job is there for and why it needs to be done. Then briefly outline the key duties and responsibilities of the job. Concentrate on regular tasks and activities.	
Person Specification	
This section should be used in conjunction with the Job Purpose (above) as part of the Recruitment Process.	
Supervision:	
1.	Give details on which staff the job holder has line management/supervisory responsibility for, the area/speciality of work. Give extent of this responsibility, eg work checking, appraisals, training etc. Give <u>numbers</u> , state whether full-time, part-time, contract, temporary etc. Provide a structure chart showing where within the department the job sits.
Creativity & Innovation:	
2.	Describe here the level and extent of creative thinking/problem solving required to get the job done. For example design, contract specifications, counselling, application of ICT, policy development, interpersonal skills, written word, general task problem solving. What is the frequency of this problem solving (daily/weekly/monthly). Indicate whether the job holder has to follow guidelines and regulations, and how closely.
Links with other officers, service users or members of the public:	
3.	Describe here the normal range of contacts that the job holder has. What are the reasons for the contact, eg information, advice, negotiation, persuasion, care, assessing, developing, motivating. Indicate the frequency of these contacts etc.
Levels of Responsibility:	
4.	The freedom and level of decision making involved with the regular pattern of the job. The requirement to make decisions. The availability of guidelines and procedures limiting decision making.
Effects of decision making:	
5.	Describe the effects of decision making, the outcome, on budgets, people, services, objectives. This is the properly thought out end result of a decision made and not about the negative affect of not making a decision or doing something.
Resources:	
7.	Describe the tangible assets that the job holder is responsible for. Such assets are cash, buildings, plant/equipment etc. Does the Job have responsibility for data systems, eg Systems Administrator role.
Work Demands:	
8.	Describe the deadlines and timescales for tasks, what are the interruptions and their extent and suddenness, what is the frequency of those interruptions. Does the job holder have to juggle with conflicting priorities for example with resource needs.

Physical Demands:	
9.	Describe how physical the job is. The amount of lifting, carrying, working in awkward positions is required. What is the frequency at which the job holder is required to work in such conditions.
Working Conditions:	
10.	Describe whether in office environment, kitchen, outdoors etc. What is the percentage of time that the job holder is exposed to these conditions.
Work Context:	
11.	Describe the potential for injury to health from carrying out work, eg. Contact with public, working in traffic, using machinery etc. Describe the level and frequency of exposure to these risks.
Knowledge & Skills:	
12.	What is the level of knowledge and skills and experience, qualities and attributes that are required to be held by the job holder in order to competently undertake full duties of the role. State academic qualifications and experiences gained through time that are a requirement of the job.