

Lancashire County Council

Role Profile

Grade Profile - Foundation Living Wage (FLW) – Support Roles

Applies to **all** posts at Foundation Living Wage (FLW)

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. <ul style="list-style-type: none">▪ 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 <ul style="list-style-type: none">▪ 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 <ul style="list-style-type: none">▪ Carry out all tasks as instructed to required standards.

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Operational Context Form

Post title: Catering Assistant					
Directorate: Lancashire County Commercial Group			Location:	All locations	
Establishment or team:		School Catering		Post number:	All post numbers
Grade:	Foundation Living Wage (FLW)	Staff responsibility:	No	Essential Car user:	No
<p>Scope of Work: To provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties.</p>					
<p>Accountabilities/Responsibilities:</p> <ol style="list-style-type: none"> 1. To prepare the dining area of service, which may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service. 2. To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal. 3. To assist in the preparation, cooking and serving of food and beverages as defined by Lancashire County Commercial Services. 4. To serve the food according to the style and type of operation as defined by Lancashire County Commercial Services. 5. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment. 6. To clean on a daily basis all catering areas to standards laid down by Lancashire County Commercial Services as directed. 7. To undergo on and off the job training sessions as required by Lancashire County Commercial Services Management. 8. To inform the Unit Manager of any defects in light equipment. 9. To inform the Unit Managers of any defects in heavy equipment or of premises not meeting Health & Safety and or Food Hygiene Regulation Standards. 10. There may be a requirement to transfer to another Catering contract Unit within a reasonable geographical distance and reasonable notice. 11. Such other related duties as are required to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient. 12. To undertake any other duties that may be required for the effective operation of the catering establishment. This may include cash collection and banking. 13. In addition to the duties outlined above, all employees are required to take care of their own and other peoples health and safety. Employees are to co-operate with LCS by observing the code set out in Section 15 paragraphs 1-10 of the LCCS general statement of safety policy, which is available from head office on request. 					
Prepared by:				Date:	01-04-2016

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **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 co-operate 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.

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Person specification		
Post title: Catering Assistant	Grade: Foundation Living Wage (FLW)	
Directorate: Lancashire County Commercial Group	Post number: All Post Numbers	
Establishment or team: School Catering		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Food Hygiene Certificate	D	
Experience		
Customer Care	D	
Health and Safety	D	
Basic Food Hygiene	D	
Experience of working in the Catering industry	D	
Food Preparation skills	D	
Cash Handling	D	
Knowledge and skills		
Good standard of personal hygiene	E	
Able to work under pressure and use own initiative	E	
Able to meet deadlines	E	
Able to work as part of a team	E	
Good customer care skills	E	
Wear uniform provided, ensuring it is clean and tidy and observe hygiene standard at all times	D	
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
4. Flexible working approach in terms of duties and working hours/pattern	E	
5. Attend training courses, as and when required	E	
6. Display the LCC values and behaviours at all times and actively promote them in others	E	I
Date: 01-04-2014		
Note: We will always consider your references before confirming a job offer in writing.		

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

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Team/Establishment	School Catering
Post title	Catering Assistant
Description of main activities the employee will be required to undertake (or attach role profile)	
Form completed by: (print name)	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	<input type="checkbox"/>	X
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	X
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input type="checkbox"/>	X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	X
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	X	<input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	X
9	Food handling/preparation (of raw or uncooked food only).	X	<input type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input type="checkbox"/>	X

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input type="checkbox"/>	X
12	Working in isolation/lone working.	<input type="checkbox"/>	X
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	X
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	X	<input type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	X	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	X	<input type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input type="checkbox"/>	X

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above

Head of Service/Headteacher/Line Manager <i>(please print)</i>			
Telephone Number:		Date:	01-04-2016