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| **Directorate:** | Education & Children's Services |
| **Service:** | Learning & Skills | **Team:** | School & Residential Care Catering |
| **Location:** | Various | **Grade:** | Grade 3 |
| **Reports to:** | Service Improvement Manager | **Staff responsibility:** | Yes |

**Job Description**

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| **Job Purpose** |
| Undertake a range of catering duties including the preparation, cooking and service of a varied range of meals, record-keeping, the ordering of supplies, and direct and/or supervise other employees. |
| **Accountabilities/Responsibilities** |
| 1. Direct and/or supervise other employees.
2. Preparation of ingredients.
3. Cooking and service of a varied range of meals in accordance with recipes, menus or production plans.
4. Organise the serving of food and drink.
5. Safe use of catering equipment and machinery.
6. Preparation and cleaning of serving and dining areas to include general cleaning and washing up duties.
7. Ordering of supplies and storage of deliveries.
8. Undertake clerical duties associated with record keeping and stock control.
9. Undertake any other duties that may be required for the effective operation of the catering establishment.
10. There may be a requirement to transfer to another catering contract unit within a reasonable geographical distance and reasonable notice.

*The above 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.* |
| **Other** |
| * **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 help us to apply our general statement of health and safety policy. * **Customer Focused**

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.* **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.* **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 numeracy if they do not have one already. |

**Person Specification**

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| **Qualifications** |
| * Recognised Catering qualification (Desirable)
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| * Recognised Food Hygiene qualification (Desirable)
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| **Experience**  |
| * Menu planning (Desirable)
 |
| * Stock control (Desirable)
 |
| * Catering for large numbers (Desirable)
 |
| * Supervision of staff (Desirable)
 |
| **Knowledge, skills & abilities** |
| * Knowledge of food costing and stock control (Desirable)
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| * Knowledge of specialised diets (Desirable)
 |
| * Knowledge of basic food hygiene (Desirable)
* Understanding of basic nutritional needs of clients (Desirable)
 |
| * Understanding of correct use of kitchen equipment and utensils (Desirable)
 |
| * Awareness of health and safety requirements (Desirable)
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| * Knowledge of the cultures and religions of the local community and ability to work across cultures (Desirable)
 |
| **Other essential requirements** |
| * Commitment to attendance at work
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| * Commitment to equality and diversity
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| * Commitment to health and safety
 |
| * Display the LCC values and behaviours at all times and actively promote them in others
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