

Lancashire County Council

Role Profile

Grade Profile - Grade 4 – Support Roles

Applies to **all** posts at Grade 4

Purpose To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
Scope of Work Role holders will undertake a range of standardised procedures, some of which maybe relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.
Accountabilities/Responsibilities Role holders may be responsible for: <ul style="list-style-type: none">▪ Instructing and checking the work of others; or▪ Planning and organising tasks; or▪ Interpreting information, solving task-related problems or implementing regulations; or▪ Producing work of the required standard; or▪ Providing advice and guidance on established internal policies and procedures.
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.▪ Role holders will either need previous relevant experience or specific training in the job tasks.▪ Experience or the ability to demonstrate the competence to carry out of the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.▪ The ability to work without close supervision.▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.▪ Enhanced skills appropriate to the job discipline.
Performance Indicators <ul style="list-style-type: none">▪ Completion of work to required standards and deadlines.

Lancashire County Council

Operational Context Form

Post title: UNIT CATERING SUPERVISOR 4

Directorate: Lancashire County Commercial Group

Location:

All Locations

Establishment or team:

School catering

Post number:

All Post Numbers

Grade:

Grade 4

Staff

responsibility:

Yes

Essential Car user:

No

Scope of Work:

To provide catering services to schools to the standards set for school food.

To be responsible for the preparation, cooking and service of food. To ensure that efficient and economic use is made of all resources.

Accountabilities/Responsibilities:

1. To order food and other materials from specified suppliers required for the delivery of the specified service
2. To allocate tasks and supervise the catering team in the delivery of the service
3. To produce menus and tariff items to the standards and costs set out in the service specification
4. To assist the Operations Manager in managing levels of staffing and performance management
5. To communicate with all customers in a friendly and caring manner
6. To control the level of stock, produce stock returns each month and complete relevant weekly and monthly returns to head / school office
7. To carry out planned promotions and additional catering activity as directed
8. To maintain specified standards of kitchen and food hygiene and health and safety at work
9. To collect and account for monies from customers and return to school or bank on behalf of the organisation
10. To attend meetings and training sessions as required

In keeping with your level of authority and accountability, the health and safety responsibilities appropriate to this post include those elements set out in the Annexe, part 'B' paragraph 5 of LCCS general statement of safety policy, which is available from head office on request.

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 LCCS 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:

Roger Eakhurst

Date:

01/04/2014

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.

Lancashire County Council

Person specification		
Post title: UNIT CATERING SUPERVISOR 4	Grade: Grade 4	
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		
Recognised Supervisory or Team Leader Qualification	D	AF
Recognised Nutrition Qualification	D	AF
Recognised Advanced Craft Skills Qualification	D	AF
Recognised Food Hygiene Qualification	D	AF
Experience		
Experience of large scale catering and catering	E	AF, I
Commercial catering experience	D	AF, I
Coaching teams	D	AF, I
Knowledge and skills		
Knowledge of food service and catering in general	E	AF, I
Good oral, interpersonal communication and customer care skills	E	I, P
Merchandising and promotional skills	E	I
Organisational, Cost Control and Supervisory Skills	E	I
Knowledge of special dietary needs	D	I
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. Full current driving licence	E	I
5. Flexibility and ability to work in difference locations	E	I
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	UNIT CATERING SUPERVISOR 4
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"/>	<input checked="" type="checkbox"/>
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"/>	<input checked="" type="checkbox"/>
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"/>	<input checked="" type="checkbox"/>
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"/>	<input checked="" type="checkbox"/>
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"/>	<input checked="" type="checkbox"/>
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>).	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>

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 (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Work with electrical wiring (<i>e.g. colour blindness</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	Work as a regular display screen user (<i>where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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:	

V1.1

01/04/2014