**Job Description**

|  |  |
| --- | --- |
| **Directorate:** | Lancashire County Council |
| **Service:** | School & Residential Care Catering |
| **Location:** | Holy Trinity Primary School, Stacksteads, Bacup |
| **Salary range:** | £24,310 | **Grade:**  | FLW |
| **Reports to:** |  | **Staff responsible for:** | No |

|  |
| --- |
| **Job purpose and scope** |
| To provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties. |

|  |
| --- |
| **Accountabilities/Responsibilities** |
| * To prepare the dining area for service which may include moving and/or setting up furniture and trolleys, cleaning and putting away.
* To prepare the service area, hot cupboards and other equipment as instructed
* To assist in the preparation, cooking and serving of food and beverages as instructed.
* To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
* To clean catering areas to regulated standards as directed.
* To undertake on and off the job training sessions as required by management.
* To inform the Unit Supervisor of any defects in equipment or premises.
* There may be a requirement to transfer to another Catering contract Unit within a reasonable geographical distance and with reasonable notice.
* To undertake any other duties that may be required for the effective operation of the catering establishment.
 |

|  |
| --- |
| **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. |

|  |
| --- |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:*** **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.* **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.* **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.* **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

|  |
| --- |
| **Qualifications** |
| * Food Hygiene Certificate\*
 |
| **Experience**  |
| * Customer care\*
* Health and Safety\*
* Experience of working in the Catering industry\*
* Food preparation skills\*
* Cash handling\*
 |
| **Essential knowledge, skills & abilities** |
| * Good standard of personal hygiene
* Able to work under pressure and use own initiative
* Able to meet deadlines
* Able to work as part of a team
* Good customer care skills
* Wear uniform provided, ensuring it is clean and tidy and always observe hygiene standards
 |
| **Other essential requirements** |
| * Commitment to equality and diversity.
 |
| * Commitment to health and safety.
 |
| * Display the LCC values and behaviours at all times and actively promote them in others.
 |