**Job Description**

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| **Directorate:** | Traded Services (Start Well) |
| **Service:** | Catering Older People |
| **Location:** | Bowgreave Rise, Garstang, Preston |
| **Salary range:** | £24,404 | **Grade:**  | 3 |
| **Reports to:** |  | **Staff responsibility:** | Yes |

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| **Job purpose and scope** |
| The jobholder will undertake a range of catering duties such as the preparation, cooking and service of a varied range of meals, record-keeping, the ordering of supplies, and direct and / or supervise other employees. |

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| **Accountabilities/Responsibilities** |
| **Key duties include a range of catering duties such as:*** Direct and / or supervise other employees.
* Preparation of ingredients.
* Cooking and service of a varied range of meals in accordance with recipes, menus or production plans.
* Organisation of the serving of food and drink.
* Safe use of catering equipment & machinery.
* Lying of tables, setting-up and clearance of service and dining areas.
* General cleaning and washing-up duties.
* Storage of deliveries.
* Ordering supplies.

**Individuals in this role may also:*** Undertake clerical duties associated with record keeping and stock control.

**NOTE** * Duties at the same level of responsibility may be changed or added to the list of key duties at any time to meet changing circumstances.
* Employees will have a flexible approach in terms of working hours and patterns of work dependant on the needs of the service, and occasionally may be called upon to work at other times to suit the needs of the service.
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| **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. |

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| **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).

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