



Role Profile

Job Title: Casual Catering Assistant	Role Profile Number:
Grade: J Salary: £17,842 p.a. pro rata	Date Prepared: 30.11.2018
Directorate/Group: Communities & Place	Reporting to: Head Chef
Structure Chart attached:	Yes

Job Purpose

- To assist in the production and service of food/beverages at any of the catering outlets. Provide a high standard of customer care

Key Accountabilities

- Assist in the preparation of food for sale
- Be responsible for cleaning/pot washing of all cookware, crockery & cutlery, etc when on duty
- Be responsible for cleaning kitchen and public areas using materials and equipment as directed
- To carry out till duties
- To assist with the filling of vending machines
- Operating bar facilities as required
- To ensure excellent standards of hygiene
- To ensure that you are aware of and comply with health & safety procedures
- To identify any training needs

Supplementary Accountabilities

- Undertake any other duties that can be accommodated within the grading level of the post as instructed

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Kitchen and cleaning experience
- Food service experience
- Must be prepared to work weekends and bank holidays

Qualifications

- COSHH
- Food Hygiene – Level Two

Decision Making

- Prioritising tasks based on workload

Creativity and Innovation

- Ability to work on own initiative

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed	Responsibility:	None
Typical tasks supervised/allocated to others	Asset Responsibility:	None
<ul style="list-style-type: none"> • Cleaning and bedroom servicing 		

Contacts and Relationships

- The role involves verbal communication with staff, park users and the Lydiard Park Team

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

The role involves unsocial hours. This can include weekends, early mornings and bank holiday working. It is a manual role and the ability to use cleaning equipment is required as is physical ability to receive and store correctly all food deliveries and vending stocks.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	