



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Catering Assistant	Role Profile Number: CA2665
Grade: K Salary:	Date Prepared: February 2013
Directorate/Group: LLC&TS	Reporting to: Leisure catering Manager and or Team leaders
Structure Chart attached:	

Job Purpose

- To assist the catering Manager in the provision of a Catering and Hospitality service to meet the requirements of site users and to deliver the aims of the catering service.

Key Accountabilities

- Supervise and instruct a team of catering assistants on a shift basis (where applicable)
- Provide high standards of customer service
- Monitor the quality and standard of food preparation, production and pre packed goods.
- Monitor food hygiene standards and practices following laid down procedures
- Ensure predetermined staffing levels, food preparation and stock levels are enough to meet the days requirements
- Place orders with suppliers as directed by the catering manager
- Be responsible for the security of all catering areas whilst on shift
- Be responsible for all catering monies and carry out all financial processes
- Be responsible (on a shift basis) for the vending operations (where applicable) to ensure machines are full clean and operational.
- Be familiar with and comply with SBC financial regulations and other relevant policies.

Supplementary Accountabilities

- Provide operational customer service
- Undertake projects as directed by the catering manager
- Work with other colleagues employed in the operation of the centre

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

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