



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Catering Assistant	Role Profile Number:
Grade: J Salary:	Date Prepared: 30.11.2018
Directorate/Group: Communities & Place	Reporting to: Team Leader or Duty Senior Catering Assistant
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 fill vending machines throughout catering outlets.
- 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

- Kitchen and cleaning experience.
- Food service experience.
- The post holder will be required to work to a rota to ensure cover at all times.
- Must be prepared to work weekends and bank holidays.

Qualifications

- COSHH
- Food Hygiene & Safety – 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

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 through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

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.

Other Key Features of the role

The role involves regular 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:	