



# Role Profile

<b>CATERING ASSISTANT (Commercial)</b>			
Reference No.	A4150	Type	Generic
Service	Facilities Management		
Job Family	Technical 2	Grade	FCLW

<b>Purpose</b>
To prepare and serve simple meals, snacks and beverages to clients and record payment.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Preparing food and beverages (for example preparation of vegetables and snacks). Simple cooking (for example reconstitution/heating of prepared food).	Understanding of working in a catering environment (Deliver results – See ‘How We Work Matters Framework)  Understanding dietary and nutritional needs  Elementary Food Hygiene Certificate  Manual Handling Awareness  Organisational skills (Take ownership)		✓  ✓  ✓  ✓  ✓

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Serving food and beverages and record payment.	Customer care skills (Focus on customers)  Communication skills  Cash handling skills (Embracing technology and information)  Literacy skills  Numeracy skills	   ✓  ✓  ✓	✓  ✓     
General kitchen and dining room duties (for example washing up, setting up and cleaning/clearing away equipment and tables, kitchen, and its surround).	Understanding of health and safety requirements  Understanding of HACCP procedures  Team working skills (Work together)  Ability to provide a regular and effective service	   ✓  ✓  ✓	✓  ✓   
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## MOBILE CATERING ASSISTANT

You may be asked on a daily basis to move from one establishment to another to provide cover. When not providing cover you will remain in the establishment specified in your base. Some degree of flexibility in working arrangements may be required.	Ability to travel throughout Fife within a limited timescale	✓	
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### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results