

CATERING ASSISTANT (SCHOOLS)

Reference No.	A4161	Type	Generic
Service	Facilities Management		
Job Family	Technical 2	Grade	FCLW

Purpose

To prepare and serve simple meals, snacks and beverages to clients.

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

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
General kitchen and dining room duties (for example washing up, setting up, 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.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
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	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

Role Profile

Additional Information – the following information 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