

## Commercial Caterer

Reference No.	A4154	Type	Generic
Service	Facilities Management		
Job Family	Technical 4	Grade	FC4

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Preparing food and all associated cooking (including special dietary meals, menu planning and portion controls).

Organising and supervising a food service.

## Purpose

Responsible for all activities in the kitchen and its surrounds including cooking, organisation and supervision of food service. Supervising staff working in the kitchen.

<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>
Cooking experience in a relevant environment	✓	
Understanding dietary and nutritional needs		
City and Guilds 706 1 or 2 or equivalent	✓	
Elementary food hygiene certificate	✓	
Intermediate food hygiene certificate	✓	
Ability to provide a regular and effective service		✓
Prioritisation skills	✓	
Initiative taking skills	✓	

## Role Profile

<p>Controlling hygiene, health and safety including security of the kitchen and its surrounds.</p> <p>Assist with emergency evacuation for public and employees.</p>	<p>Understanding of health and safety requirements ✓</p> <p>Understanding of HACCP procedures</p> <p>COPC certificate or relevant experience ✓</p>	<p>✓</p>
<p>Ensuring maintenance and security of the kitchen and its surroundings, including safe, cash and tills</p>	<p>Manual handling awareness ✓</p>	<p>✓</p>
<p>Serving food and beverages and recording payment</p>	<p>Cash handling skills ✓</p> <p>Customer care skills (Focus on customers) ✓</p>	<p>✓</p>
<p>Adhering to budget controls, record keeping e.g. ordering of supplies, stock control and 4 weekly collation of sales and purchases as well as completing required paperwork including electronic returns.</p>	<p>Administration skills ✓</p> <p>Literacy skills ✓</p> <p>Numeracy skills ✓</p> <p>Costing experience ✓</p> <p>IT skills (Embrace technology and information)</p>	<p>✓</p>
<p>Directing and supervising of employees within the kitchen as required and operational control of service (including allocation of duties, work rotas and training).</p>	<p>Communication skills ✓</p> <p>Supervisory skills ✓</p> <p>People management skills</p> <p>Team working skills (Work together) ✓</p> <p>Organisational skills ✓</p>	<p>✓</p>
<p>Issuing floats, reconciling tills, and completing financial records.</p>	<p>Numeracy skills ✓</p>	<p>✓</p>

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

**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** 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.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>