



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**

<b>JOB TITLE:</b>	Food Preparation Assistant		
<b>GRADE:</b>	G3	<b>SERVICE AREA:</b>	Integrated Facilities Management
<b>JOB CODE:</b>	F140b	<b>LOCATION:</b>	Various – Site specific
<b>REPORTS TO:</b>	Regional Co-ordinator		
<b>SPECIAL CONDITIONS:</b>	<p>Term time only – All annual leave must be taken in school holidays. Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</p> <p>Involvement in the Emergency feeding plan as and when required. In line with FSA guidance and due to the identifiable health and safety risks involved, there is a requirement to undertake a pre-employment health questionnaire prior to commencing kitchen duties.</p> <p>This position also requires adherence to a number of departmental Local arrangements with relation to annual leave, unpaid leave and premise closure and also an additional mobility clause for all catering employees.</p> <p>To communicate verbally with customers and provide advice and/ or information in accurate spoken English.</p> <p>Ability to use online systems and Microsoft Office programmes e.g. for the purpose of submitting time sheets.</p>		

**1. Main purpose of the job role:**

- Food preparation assistants help to provide nutritious, balanced and value-for-money meals to school children every lunchtime under the direction of the Unit Supervisor.

**2. Role specific duties and accountabilities:**

- Undertake the basic preparation of food; maintaining a high standard of hygiene at all times.
- Undertake the laying out and clearance of tables and chairs in the dining room, before and after service.
- Undertake the serving of meals and waiting tables as and when and required.
- Operate a till.
- Undertake general cleaning duties within the unit in a safe and efficient manner; including general tidying, sweeping and mopping of floors, cleaning of fridges/freezers, cooking equipment, floors, boilers, hot cupboards, sinks, toilets, sluices, servery, dining room tables and chairs and general laundry.
- Safe and correct use and storage of all cleaning equipment and cleaning materials in an efficient and economical manner.
- Assist with the transportation of meals where required.

- Assist in the preparation and / or serving of food and beverages for Inset days or when schools are closed for conferences.
- Promote and comply with the Council's Equal Opportunities Policy at all times, treating all pupils and adults in an equal manner, and giving consideration to their cultural values.
- Involvement in the Emergency Feeding Programme as and when required.
- Undertake any relevant training that is deemed necessary, particularly with regard to Health and Safety and Basic Food Hygiene. Please note it is a legal requirement that every food handler undergoes the Essential Food Hygiene Certificate Training course.
- Complete and sign timesheets and attendance registers and other records as required.
- Reporting of any items of concern to the Unit Supervisor i.e. health and safety issues.
- Undertake any other duties relevant to the grade of the post as reasonably requested by the Unit Supervisor/Mobile Supervisor/Regional co-ordinator.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Food Preparation Assistant	GRADE: G3	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated. Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b>		
Good verbal communication skills with adults and children required	I	3
Ability to communicate effectively in writing	A	
Ability to demonstrate good numeracy skills	I	2
Understand the importance of personal hygiene and presentation (including being of smart and clean appearance)	I	3
Must have a basic understanding of food hygiene	A/I	3
Knowledge of and ability to, follow health and safety requirements in a kitchen environment	I	2
Awareness of the safe use and storage of cleaning equipment in the workplace.	I	2
Willing to undertake training, relevant qualifications and continuous professional development activities as required	I	2

The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Previous experience in a catering environment.		A/I	3
Evidence of continuous professional development (where applicable)			
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Basic food hygiene certificate or a willingness to study towards this qualification.		A	
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
<b>Prepared by:</b>	Judy Burns	<b>Date:</b>	7/6/19