

**Job Description**

**Job Title: PVH Catering Assistant**

**Salary Grade: Grade 1**

**Job Family: Operational Services**

**Job Profile: OP1**

**Directorate: Economy & Place**

**Work Environment:**

**Reports to: Catering Supervisor**

**Number of Reports: 0**

**Purpose:**

The purpose of this job is to assist in the preparation of all food and beverages as and when required, as directed by the Catering Supervisor, whilst ensuring high levels of customer satisfaction.

**Key Responsibilities:**

* Assisting in the cooking and serving of meals of a high quality to pupils in schools.
* Handle cash, when required
* Carry out general cleaning duties in all relevant catering areas.
* Movement of dining furniture.
* Assist the Catering Supervisor to establish customer requirements.
* Report any faults or defects in relation to premises/plant, in order to maintain safety standards.
* Influence and encourage customers in a positive way in order to maximise meal uptake and health eating.
* Ensure that decisions are based on existing Health & Safety, Food Hygiene legislation.
* Ensure good levels of customer care and to help build a positive working relationship with the school’s Headteacher and other school staff.

**Customers and Service Users**

School Pupils, Teachers, Head Teachers & School Governors.

**Practicalities**

You will be required to cover in a range of kitchens in your locality where required and hours worked will depend on the kitchen where you are covering but will tend to range from 5hrs per week to 12.5 hours per week over the lunchtime period.

As this job involves working in a school you will need to have police (DBS) checks prior to employment.

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy and personal information held by the Council.

Comply with the principles and requirements of the Freedom of Information Act 2000.

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council; comply with the Council’s information security standards, and requirements in relation to the management and handling of information; use Council information only for authorised purposes.

**Date: May 2018**