

**Job Description**

**Job Title: Assistant Catering Supervisor**

**Salary Grade: Grade 2**

**SCP: 5-6**

**Job Profile: OP2**

**Directorate: Economy & Place**

**Work Environment: Catering (school meals)**

**Reports to: Catering Supervisor**

**Number of Reports: 0**

**Purpose:**

To assist the school Catering Supervisor to deliver the school meals service to a high standard for pupils and school staff

Main Duties and Responsibilities:

To cook and serve meals of a high quality to pupils and school staff ensuring an adequate supply of products are available to deliver the service

Accurately complete paperwork within required timescales

Keep work activities within legislation eg Health & Safety , Food hygiene

Carry out all necessary hands on kitchen based tasks in order to deliver the service and keep the kitchen clean, tidy and safe

Help to plan and organise workloads to deal with unexpected problems and challenging situations

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of 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.

Date: 23rd August 2018