



<b><u>POST TITLE :</u></b>	<b>Catering Officer</b>
<b><u>GRADE :</u></b>	<b>Band 4 (SCP6)</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Reporting to the School Business Manager</b>
<b><u>JOB PURPOSE :</u></b>	<b>Prepare and deliver the school catering service using high standards of food hygiene / handling and safe working practices.</b>

#### **MAIN DUTIES/RESPONSIBILITIES**

**As a Catering Officer you may undertake any or all of the following duties and responsibilities.**

1. Day to day running of the catering unit
2. Compile daily and weekly trading records as required in line with financial and audit practices
3. Prepare menus in line with school policy, health and safety legislation and national nutrition guidance relating and health eating and portion control
4. Assist with food deliveries, storage and management of food and stocks as required
5. Undertake cooking activities for full range of meals on school menu including homemade desserts
6. Maintain and update daily monitoring records as required by Environmental Health including updating of temperature charts for fridges, freezers and store / cold rooms, routine probe tests for hot and cold foods and food sampling where appropriate
7. Keep up to date with all information regarding allergies and various dietary requirements
8. Undertake staff training when and where appropriate

9. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
10. Assist with the overall promotion of the school catering function
11. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
12. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
13. Carry out your role in line with the Council's Equality agenda.
14. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
15. Any other duties of a similar nature related to this post that may be required from time-to-time.
16. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
17. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
18. This post has a high level of contact with, and responsibility for, children
19. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
20. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date : 1<sup>st</sup> October 2019

**PERSON SPECIFICATION**

**CATERING OFFICER, BAND 4**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Experience</b>	E1	Basic Food Hygiene Certificate	AF, C			
	E2	City and Guilds 706 or equivalent				
<b>Experience &amp; Knowledge</b>	E3	Proven track record of delivering a successful catering service either in a school or similar setting	AF,I,R			
	E4	Experience of working in a team	AF,I,R			
	E5	Knowledge regarding allergies and/ or special dietary requirements	AF,I,R			
	E6	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF,I,R			
	E7	Experience of budget and stock control	AF,I,R			
<b>Skills</b>	E8	Good verbal communication skills	I,R			
	E9	Experience of working with a range of people and good customer care skills	AF,I,R			
	E10	Ability to work on own and in a team	AF,I,R			
	E11	Ability to work under pressure	AF,I,R			

<b>Special Requirements</b>	E12	Motivation to work with children	AF,I,R,D			
	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E14	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			
	E15	The ability to communicate at ease and provide advice in accurate spoken English	I			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references