2021 VAC 154 **Job Description**

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| **Job title** | Assistant Catering Supervisor |
| **Grade** | 2 (SCP 5-6) |
| **Service/Team** | Catering (School Meals) |
| **Main purpose of job** | To assist the school Catering Supervisor to deliver the school meals service to a high standard for pupils and school staff. |
| **Key responsibilities** | Keep work activities within legislation eg Health & Safety, Food hygiene  Help to plan and organise workloads to deal with unexpected problems and challenging situations  A commitment to continuous improvement.  To promote the Council wherever possible and champion a positive organisation- wide culture that reflects the Council’s values  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. |
| **Key tasks** | 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  Carry out all necessary hands - on kitchen-based tasks in order to deliver the service and keep the kitchen clean, tidy and safe |
| **Responsible for staff/equipment** | No direct reports (unless in the case of deputising for Catering Supervisor, in which case an upgrade will apply) |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To 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 |