



**West
Northamptonshire
Council**

JOB DESCRIPTION

Post:	CATERING ASSISTANT (Grade C)
Reporting to:	Senior Cook
Job purpose:	To assist the Cook in the duties of preparing and serving appetising and nutritional food/meals while maintaining high standards of quality and hygiene.

MAIN RESPONSIBILITIES

1. Assist the Cook in the preparation of all food/meals for customers (and members of staff, where appropriate) in readiness for cooking or serving. This should also pay due regard to special dietary requirements, e.g. nut allergies, as directed by the Cook.
2. Prepare the dining area for customers and assist in serving of food and drinks at mealtimes.
3. Wash, clean and tidy up serving utensils, kitchen and serving areas.
4. Maintain high standards of hygiene in kitchen and eating areas, careful handling of food/cleanliness and tidiness of work areas, in compliance with policies and regulations, and being mindful of allergies/germs and infection control.
5. When working with customers, ensure that they have a high quality dining experience, that their well-being and dignity are maintained, and that they are properly safeguarded. Ensure any concerns are reported to the manager on duty.
6. Ensure that customers' well-being and dignity is preserved and that they are properly safeguarded. Report any concerns to the manager on duty in accordance with appropriate policies and procedures.
7. To always be mindful of treating customers with kindness, respect and compassion, that helps foster a feeling of happiness and contentment for customers in their home or place they visit.
8. To report, in a timely manner, any low stock or faulty equipment to the manager on duty.
9. Demonstrate awareness, understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, e.g. infection control, and to comply with the policies and procedures relating to Health and Safety within the company.
11. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the role to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, tasks will be flexible, within the spirit of the role, to reflect changing needs and circumstances.

PERSON SPECIFICATION

Post: **CATERING ASSISTANT (Grade C)**

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS		
No experience is necessary as training is provided.	√	
Literate and Numerate	√	
EXPERIENCE & KNOWLEDGE		
To have a basic understanding of the needs for people to exercise choice and control over themselves regardless of their vulnerability.	√	
An awareness of Health and Safety practices and procedures (including Food Hygiene regulations) is desirable.		√
ABILITY & SKILLS		
Good communication skills	√	
Empathetic, kind and respectful to customers and their families.		
Able to assist in maintaining a clean and hygienic environment, also being mindful of potential contamination of food and/or the control of allergies/germs.	√	
To have high levels of personal responsibility.		
A willingness and ability to undertake training in Food Hygiene regulations	√	
Ability to understand and follow instructions.	√	
Able to work as a responsible member of a team	√	
To be flexible regarding working times to fit with the needs of the service	√	
EQUALITY AND DIVERSITY		
A positive attitude to disability and disability issues. Respect for people's different backgrounds and an understanding that this may affect how care and support is best provided	√	