

**CORNWALL COUNCIL**

**School Based**

**JOB DESCRIPTION**

<b>Job Title:</b>	Catering/Kitchen Assistant
<b>Grade:</b>	C
<b>Responsible to:</b>	School Chef/Headteacher/Bursar
<b>Direct Supervisory Responsibility:</b>	None
<b>Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> School Chef, Headteacher, Bursar, teachers, support staff, pupils  External: Suppliers of Goods and Services, Cornwall Council departments, Governors.

**Main Purpose of Job:**

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties. To be part of the team to ensure consistency and cover,

**Main Duties and Responsibilities**

1. To assist with the smooth running of the school kitchen and assist at catering functions.
2. To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
3. To assist in the preparation, cooking and serving of food and beverages as directed by the School Chef.
4. To prepare the dining area to include moving and setting up tables and chairs, setting trolleys when required.
5. To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
6. To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
7. To clean on a daily basis all catering areas to standards laid down by the school as directed. To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required.

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8. To inform the School Chef of any defects in equipment, suspect food or other concerns relating to Food Safety.
9. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
11. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
10. To be responsible for your own continuing self-development, undertaking training as appropriate.
11. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2015

Prepared by: Marlborough School

**JOB EVALUATION CODE: CYSH033****PERSON SPECIFICATION****Job Title:** Catering/Kitchen Assistant**Department:** School based**Person specification prepared by:** Marlborough School**Date:** June 2015

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Previous experience of working in catering.  Previous experience of cleaning.	Some experience of catering work in a school/college environment.  Professional cooking experience.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Attainment of GCSE qualifications or equivalent vocational qualifications in catering or a related field.	NVQ level 2 in catering or related field.	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Cooking skills.  Knowledge of food hygiene procedures.  Cleaning skills.  Good positive communication skills with children.  Team working skills.	Basic food hygiene and safety certificate.	Interview.
<b><u>Any Additional Factors</u></b>	Able to undertake physically demanding work.  Self-motivated, can do attitude.  Passion for food.  Comfortable with children and young people.  Acceptance of different attitudes.  Patient, friendly and polite approach.  Displays an awareness, understanding and commitment to the	Knowledge of local food, nutrition and lifestyle role model.	Interview.

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	protection and safeguarding of children and young people.		
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**GLPC JOB EVALUATION SCHEME**  
**JOB INFORMATION QUESTIONNAIRE**  
**Cornwall Council**

Job Title:	Kitchen Assistant/Catering Assistant/Servery Assistant/Cook
Present Job Grade:	C
Department:	Children, Schools and Families
Service:	School based
Section:	Premises
Job Evaluation Code:	CYSH033
Immediate Line Manager's Job Title:	Catering Manager/Cook-in-Charge

CONTENTS AGREED BY:

Name of Job Analyst:

**Liz Sandland/Nicky Cook**

Date: **24 April 2003**

Name of Manager:

Date:

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### Supervision / Management of People

Does the post holder supervise/ manage other staff?  
(Whether permanent, temporarily assigned, shared, contract or others)

Yes ☐ / No ☒

If **NO** go to the Creativity & Innovation section on page 4.

If **YES**, Please complete the table(s) below as appropriate:

#### **Complete this table if the post holder has full and ongoing responsibility for Council employees**

*Specify the ACTUAL number of employees. Part time, job share and full time staff should be treated equally - count the actual number of people for which the jobholder has supervisory or managerial responsibility, either directly or through others (i.e. staff who are managed by a subordinate).*

*Project Staff – include the number of staff for which the post holder has complete supervisory responsibility on a near continual basis (in the course of a project or number of consecutive projects).*

Identify the job title(s) of the staff and the number of post holders against each title

Job Title

Number of staff

In relation to direct reports, identify the nature of the responsibility. In particular does the post holder:

Allocate, instruct, direct, organise work:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Check work:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Provide training:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Undertake appraisal:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Discipline staff if necessary:	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Are staff in the same section?

Yes ☐ / No ☐

If yes, please specify the name / title of the section:

If no, specify the different section names:

Is there more than one occupational group

Yes ☐ / No ☐

If yes, please specify the occupational groups:

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Complete this table if the post holder has full and ongoing responsibility for Council employees – continued.

Does the post holder face an extra demand due to the fact that staff are located at different bases or highly mobile? If yes, please describe the nature of the dispersal: Yes ☐ / No ☐

In the case of highly mobile staff, specify (on average) the number of days per week the staff are away from the post holder's office.

**Complete this table where the post holder's responsibility for Council employees is for temporary assigned or shared employees** (this includes responsibility for seasonal staff and must be for a minimum of four weeks per year). Specify the ACTUAL number of employees.

*Recurring supervision of temporary staff or seasonal variations should be averaged on an annual basis.*

*Project Staff – consider situations where there is less than complete supervisory responsibility and/or projects are on a less than continuous basis.*

*Deputising – include those staff which the post holder has temporary supervisory responsibility for a limited period (e.g. absence cover).*

Identify the job title (s) of the staff and the number of post holders against each title

Job Title

Number of staff

In relation to the above staff identify the nature of the responsibility. In particular does the post holder

Allocate, instruct, direct, organise work:	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Check work:	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Provide training:	Yes <input type="checkbox"/> / <input type="checkbox"/> No

### For contract workers or agency staff ONLY

Specify the ACTUAL number of employees averaged over a typical year.

*Contract staff should be subject to regular monitoring and issuing of directions and instructions.*

Identify the job title (s) of the staff and the number of post holders against each title:

Job Title

Number of staff

Please describe the nature of the responsibility:

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### Creativity and innovation

This section considers the extent to which the job requires innovative and imagination responses to issues and the resolution of problems.

Please give examples of creativity and innovation which the job requires and for each example indicate frequency. *The fullest range of potentially creative work should be taken into account. This can be exercised in a number of ways including, for example: caring and counselling; design and application of information technology systems; creation and planning of menus; repair and maintenance of landscapes, buildings, plant and machinery; cleanliness and well being of the environment; preparation of plans and drawings, development of policy, practice and procedures and in the use of the written and spoken word.*

#### Example

**Assisting in creating menus to ensure adherence to agreed budgets and to cater for a range of tastes and to address healthy eating policies.**

#### Frequency

**Weekly/Fortnightly**

**Assisting in familiarising new staff with regard to the recognised catering procedures and policies in operation in the school.**

**Termly/as required.**

Describe any instances where the post holder has to find a solution or a new response to issues.

**Responding to requests for certain foods which may not be readily available**

Give examples of the post holder's response to problems and indicate the frequency for each example:

**Responding to minor breakages, spillages etc. Frequency - daily.**

**In the event of a power cut to the school premises or catering machinery breakdown, the post holder is required to co-operate with any alternative catering arrangements as directed by the Catering Manager/Cook-in-Charge/Headteacher, so as to ensure a catering service whilst the school is open. Frequency - rarely.**

**In the event of specific dietary requirements becoming apparent which have not been catered for, the post holder is required to prepare suitable foods on request. Frequency - occasionally.**

**Reporting breakdowns of catering equipment to the Catering Manager/Cook-in-Charge/Headteacher.**

**Responding to problems whereby food stocks have run out as directed.**

To what extent is the job/work determined or assisted by guidelines, controls, limits, procedures and systems and please give examples:

**The relevant guidelines which apply to this post include:**

**School Code of Conduct**

**Health and Safety Regulations**

**COSHH**

**Food Handling and Hygiene Regulations**



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**Lifting and Manual Handling Regulations**

**Manuals relating to the operation and cleaning of catering machinery and equipment**

**LEA policies and guidelines**

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### Contacts and Relationships

This section considers the degree of personal contact and the nature of the relationships with others required to carry out the job.

<b>Type of contact?</b> Specify numbers from list below	<b>Who?</b> Identify who the post holder contacts e.g. Members, Chief Officers, managers, clients, other employees, general public, suppliers etc	<b>Why and What?</b> For each contact explain the reason for and nature of the communication	<b>When?</b> Identify frequency e.g. daily, weekly, monthly, quarterly or annually
<b>A</b>	<b>Catering Manager/Cook in charge, Headteacher, Manager with responsibility for the school catering service, Staff, Pupils, visitors and/or users of the school premises, suppliers.</b>	<b>Daily information relating to menus, catering activities, preparation of and cleaning of materials and equipment, ordering of food and commodities.</b>	<b>Daily</b>
<b>B</b>	<b>New staff</b>	<b>Explaining catering procedures and work programmes. Explaining how to use/clean catering equipment.</b>	<b>Daily</b>

A. Routine exchange of information

B. Providing routine explanations/advice

C. Providing detailed explanations / advice on specialised matters

D. Influencing / Persuading

E. Tact and Diplomacy

F. Care and Compassion

G. Coaching / Mentoring / Motivating

H. Counselling

I. Interviewing

J. Handling Client Relationships

K. Conflict Resolution

L. Formal Training / Teaching

M. Formal Presentations / Public Speaking / Public Representation

N. Formal Negotiation

O. Providing advice on highly complex matters

Does the post holder represent or negotiate on behalf of the Council?

Yes ☐ / No ☒

If yes, please identify the circumstances. How often does this occur?

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### Decisions – Discretion

This section considers the requirement of the post holder to make decisions or recommendations made as part of the post holder's remit (as defined in the job description).

Give examples of the most important decisions or recommendations required by the job. Distinguish between decisions for which the post holder has authority and where the post holder makes recommendations to others. Define the extent of the effects of the post holder's decisions on the manager section / department, clients, other departments, the whole Council etc.

Please list decisions / recommendations that the post holder makes:	Dec = D Recom = R	The decisions / recommendations effects:
<b>Recommendations regarding any requirements for catering equipment repairs, services, replacements.</b>	<b>R</b>	<b>The ability to provide a full catering service.</b>
<b>Recommendations relating to menu planning, function planning, staff deployment and programmes of work.</b>	<b>R</b>	<b>As above</b>

On what issues does the post holder go to his / her manager for advice / guidance / a decision?

**Advice relating to guidance on their programme of work.**

**Advice relating to requests for special dietary requirements.**

**Guidance and advice regarding the moving, setting up of tables and chairs, setting of trolleys to prepare the dining areas.**

**Guidance and advice relating to plans and arrangements for catering functions.**

**Guidance and advice regarding suspect food or other concerns relating to food safety or concerns for the state of catering equipment.**

What policies, procedures, manuals, working standards or other guidelines / rules affect your decisions?

**A wide range of school policies and procedures, technical manuals, catering machinery manuals and security procedures.**

Describe what advice is available from the post holder's manager or other sources e.g. rules, guidelines, manuals. Is the advice available all the time, daily, weekly, etc. and is your manager at another location. If so where?

**The Catering Manager/Cook in Charge/Headteacher or manager with responsibility for the school catering services is readily available for authorisation of decisions, clarification or advice etc. Additionally, all relevant school procedures, equipment manuals and catering related regulations are available at all times.**

### Decisions – Consequences

#### Consequences of decisions and recommendations

Please identify the major consequences of any decisions the post holder makes for clients, the public, other staff or the service:

**The post holder does not have the authority to make decisions which may affect the service or have major consequences.**

What are the implications if the post holder gets something wrong?

**Health and safety risks associated with a lack of food hygiene and cleanliness.**

**Loss of potential income from poorly catered functions.**

**If food is prepared incorrectly (eg burnt, overcooked or undercooked food) this will lead to possible illness, unnecessary wastage of food and subsequent additional expense.**

How quickly would any error be rectified and how? Who would the post holder inform?

**Errors would be rectified relatively quickly as the post holder is supervised and would inform the Catering Manager/Cook in Charge.**

### Resources

This section considers whether the post holder has personal and identifiable accountability for financial and physical resources including those of clients.

#### Cash / Financial Resources

Is the post holder accountable for the accurate handling / security of cash, cheques and credit/debit cards?

Yes ☒ / No ☐

If yes, indicate the amount(s) and nature of the responsibility:

**Moderate amounts of money taken during lunch hours/break times from students using the school's catering services.**

#### Plant / Equipment

Is the post holder accountable for proper use and safe keeping of plant / equipment?

Yes ☒ / No ☐

If yes, please specify the items and nature of the responsibility:

**The post holder would typically be responsible for the following types of equipment:**

**Ovens, fridges, freezers, mixers, food processors, dish washers, washing machines, drinks machines, kettles etc. The post holder is required to use such equipment during the course of his/her duties, to clean, maintain, service, repair and ensure the safe keeping and use of such equipment.**

#### Stocks / Materials

Is the post holder responsible for materials / items of stock?

Yes ☐ / No ☒

If yes, identify the value of the materials / stock involved and nature of responsibility:

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### Data Systems

Is the post holder responsible for the use, manipulation and safe keeping of data systems whether manual or computerised?

Yes ☐ / No ☒

If yes name the system and identify the nature of the responsibility and time taken:

In the case of computerised data systems does the post holder have a password and have the responsibility to amend records (not just read c

Yes ☐ / No ☒

### Buildings

Is the post holder accountable for the proper use and safekeeping of buildings?

Yes ☐ / No ☒

If yes specify the building(s) involved and nature of responsibility;

Is the post holder a key holder?

Yes ☐ / No ☒

Is there more than one key holder for the building(s)?

Yes ☐ / No ☐

If yes specify job titles of other key holders:

### Work Demands

Is the job subject to change or interruption?

Yes ☐ / No ☒

If yes give examples of the cause of interruption and frequency:

Is the jobholder's work subject to deadlines?

Yes ☒ / No ☐

If yes give examples and frequency.

**Deadlines relating to catering functions and the daily provision of the catering service to pupils and visitors to the school.**

Does the post holder have to resolve conflicting priorities / resource needs? *Resolving conflicting priorities could be deciding a course of action having considered different alternatives. Resolving conflicting resource needs could be deciding whether to use an internal resource (e.g. staff) or whether to use an external resource (e.g. a contractor)*

Yes ☐ / No ☒

If yes give examples and frequency:

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### Physical Demands

What kind of physical effort is involved in the job? e.g. standing, walking, lifting, cleaning. Give examples and state the average minutes or hours per day spent on each activity and whether the activity occurs on a daily basis or not?

Example

Average min/hrs pre day

daily/less than daily

**Walking, standing**

**2 hrs**

**Daily**

**Lifting, moving equipment,  
undertaking physically  
demanding catering work**

**5 hrs**

**Daily**

Is there a requirement for use of IT equipment?

Yes ☐/ No ☒

If yes, please indicate the level of usage of the IT equipment i.e. average number of hours per day:

### Working Conditions

Describe the post holder's working conditions (e.g. office, depot, client's house, workshop, outside). Is there exposure to heat, cold, dirt/dust, noise, weather, vibration, unpleasant working conditions etc.? Please specify which condition and number of hours per day.

**The post holder works inside the school premises. The majority of work will be undertaken in the kitchen and dining areas of the school premises. There will be some exposure to heat, noise etc generated through cooking.**

### Work Context

Is there any potential risk to personal safety, illness, health in the job? Give examples stating who or what poses the potential risk and indicate the frequency:

**There is some exposure to risk when the post holder is required to operate machinery, (mixers, cookers, knives etc) and some exposure to hazardous chemicals (eg industrial cleaning materials), and some exposure to high temperatures (eg deep fat fryers, hot hobs, ovens etc).**

If the post holder works with the public or clients, can s/he call upon the immediate support of other members of staff?

**The post holder will encounter members of the public, visitors to the school, contract staff, students etc during the course of their duties. However this poses minimal risk to their personal safety. If they did require support from other members of staff this would be readily available.**

How would this support be obtained?

**Verbally, staff are on site.**

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### **Knowledge and skills**

If you would like to draw attention to a particularly important aspect(s) of the job description/ person specification you may do so below:

**The post holder is required to have previous catering experience.**

### **Further Observations**

Are there any other points you would like to make?

**Whilst tact and diplomacy do not feature as a major requirement in the post, the post holder is working within a school environment with children, staff and visitors to the school and must therefore be courteous and professional at all times, and have an acceptance of different attitudes and be comfortable with children and young people.**