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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Catering Support Assistant | **Post No** | ASC1188 |
| **Directorate** | Adult Social Care | | |
| **Division** | Day Opportunities South | | |
| **Band and Salary** | Band B  £22,737 to £23,500 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Cook / Chef | | |
| **Location** | Park View | | |
| **DBS Check** | Enhanced check for regulated activity for working with Adults | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Special Conditions** | Hours of work: 20 hours per week  Monday, Tuesday, Thursday and Friday 09.30 - 14.30. |

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| **Role Purpose** |
| To provide support to the cook/chef in the preparation, cooking and serving of food and beverages to people that attend day services based at the Park View Building. |

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| **Role Responsibilities** |
| * To assist in preparing and cooking meals that are well presented, balanced and nutritious including catering to any special dietary needs. * To assist in the serving of meals at appropriate times including drinks and snacks. * To deputise occasionally in the absence of the Cook /Chef. * To assist in the accurate recording of food temperatures, stock control and rotation of provisions in line with Food Safety requirements * To assist in the maintenance of high standards of Health and Food safety within the workplace and associated areas, including manual handling, COSHH and due diligence to adhere to food safety regulations and Environmental Health requirements. * To maintain a high standard of cleanliness/hygiene in all areas of the kitchen dining area and equipment which meet Food Safety Standards. * To provide support and guidance to Trainee Kitchen Domestics as and when required. * Communicate with people who have disabilities and understand and dietary needs. * Operate a till and handle cash on a daily basis. * To ensure, with the Cook /Chef that budget limits are maintained when planning menus and to ensure sufficient stores are kept. * Ensure that all food is handled safely, stored at the correct temperatures as detailed in the Assured Safe Catering system. * To ensure all kitchen equipment and other cleaning responsibilities as listed in the work schedule are kept clean and tidy and hygiene standards and practices reflect the requirements of Food Safety Regulations. * To maintain high standards of cleanliness and tidiness in other areas as detailed in work schedule at all times. * Any other appropriate duties as required, including mandatory training requirements and training relevant to role. * Any other appropriate duties as and when required. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Level 2 Food Safety qualification or willingness to complete this qualification on appointment | NVQ 1 or 2 in Food  Production and  Cookery | Application  Certificates |

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| **Experience & Knowledge** | Experience of delivering excellent customer service | Previous food  preparation /  catering / hospitality experience | Application  Interview |
| Experience of working effectively as a member of a team | Knowledge of a range of catering tasks and operation of associated equipment and tools. | Application  Interview |
| Experience of working in a catering/hospitality environment | Knowledge of food hygiene standards. | Application |
|  | An understanding of the importance of health and safety within catering environments. | Application  Interview |
|  |  | Paid or unpaid experience of working with people with disabilities. | Application |

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| **Skills & Abilities** | Effective verbal communication skills |  | Interview |
| Able to follow verbal and written instructions |  | Application  Interview |
| Basic numeracy and literacy skills |  | Application |
| Ability to use a till and handle cash on a daily basis |  | Application  Interview |
| Ability to stand in for the Cook/Chef in their absence on occasions. |  | Interview |
|  | Able to provide support to Trainee Kitchen domestics with their role, providing guidance and support |  | Interview |
|  | Able to work positively and sensitively with people with disabilities and older people |  | Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |

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| **Other Requirements** |  |  |  |

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| **Compiled/Reviewed by** | Emma Berry |
| **Date** | June 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.