

Catering Assistant

Job Description

Directorate:	Place Directorate		
Service:	Schools and Residential Catering Service		
Location:	Lancashire		
Salary range:	FLW	Grade:	FLW
Reports to:	Unit Catering Supervisor	Staff responsible for:	N/A

Job purpose and scope

To carry out a limited number of tasks in support of, or the delivery of, the service.

Employees will undertake a limited number of routine procedures and use associated basic tools and equipment. Minimal personal initiative is required.

To provide catering support in the preparation, cooking and serving of food and drinks plus related catering duties.

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

- To prepare the dining area for service which may include moving and/or setting up furniture and trolleys, cleaning and putting away.
- To prepare the service area, hot cupboards and other equipment as instructed
- To assist in the preparation, cooking and serving of food and beverages as instructed.

- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- To clean catering areas to regulated standards as directed.
- To undertake on and off the job training sessions as required by management
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- To inform the Unit Supervisor of any defects in equipment or premises.
- There may be a requirement to transfer to another Catering contract Unit within a reasonable geographical distance and with reasonable notice.
- To undertake any other duties that may be required for the effective operation of the catering establishment

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

Food Hygiene Certificate*

Experience

Customer experience*
Health and Safety*
Experience in the Catering Industry*
Food Preparation Skills*
Cash Handling*

Essential knowledge, skills & abilities

Good standard of Cleanliness
Able to work under pressure and use own initiative
Able to meet deadlines
Able to work as part of a team
Good customer care skills
Wear uniform provided, ensuring it is clean and tidy and observe hygiene standard at all times*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Attend training courses, as and when required
- Display the LCC values and behaviours at all times and actively promote them in others.