**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | GENERAL CATERING ASSISTANT |
| Salary: | £24,413 (Pro Rata Pay) |
| Grade: | 2 |
| Hours: | As per contract of employment |
| Team: | Catering  |
| Service Area: | Facilities Management |
| Primary Location: | As per contract of employment.*Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | N/A |
| Responsible to: | Catering Supervisor |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| To assist in the kitchen and dining room as required in the preparation of meals, food service, dish and utensil washing, general cleaning and other tasks associated with catering.**This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies** Work in accordance with the County council values and behaviours. [Link to County Council Values and Behaviours](https://www.oxfordshire.gov.uk/cms/content/county-council-values) or see page 4 of this document. |

## Job Responsibilities

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| 1. Preparation of vegetables including frozen or dehydrated products.
2. Preparation of simple sauces and pre-mixes according to requirements.
3. To assist the Senior Assistant Cook or Catering Supervisor in the preparation of the daily food production.
4. After appropriate training, to operate kitchen machinery, such as mixers, dishwashers, slicing machines, etc., as required.
5. To assist with preparing the dining room including the setting up of the dining furniture and the clearing, cleaning and dismantling and storage of these.
6. To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
7. To clean floors and equipment in the kitchen and dining room, including cooking equipment as required.
8. To use specialised cleaning equipment and cleaning products as determined by OCC catering service Policy to maintain satisfactory standards of cleanliness in the kitchen and dining room.
9. To assist in the in-depth cleaning of the kitchen and kitchen equipment using the specialised cleaning methods and products developed for this task.
10. To undergo training on both formal courses and on the job to develop high catering skills so that full cooking duties can be carried out if required, or to prepare for eventual promotion to Assistant Cook or Catering Supervisor
11. Any other tasks in the kitchen or dining room appropriate to the grade of the post.

OCC catering service reserves the right to transfer an employee to any catering establishment in the locality in which he/she lives or works.* Any other duties as may be deemed necessary to carry out the full remit of the role.

*This job description is not intended to be an exhaustive list of duties and responsibilities.*  |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Experience in the delivery of any customer service | (A,I) |
| Understanding of working within team environment | (I) |
| Understanding of Health and Safety within the work place | (I) |
| Manual Handling. Ability to lift and move produce and equipment (Prepping, cooking, lunch tables, benches, deliveries, cleaning) | (I) |
| Time management and organisational skills | (I) |
| Understanding the importance of working within a school environment (Safeguarding etc) | (I) |
| Desirable Criteria | Assessed By: |
| Experience in catering within the sector  | (I) |
| Relevant catering qualifications (Food Hygiene)  | (A,I,D) |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [x]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [x]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [x]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [x]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [x]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [x]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022