

JOB DESCRIPTION

Job Title:	Catering Assistant
Company:	ClwydAlyn Housing Limited
Responsible to:	Chef or Cook
Qualifications:	Basic Food Hygiene or Catering Qualification or six-months relevant experience in a relevant domestic environment
Date of Evaluation:	April 2018

Disclosure and Barring Service Check requirement:

Enhanced Level DBS with Barred List Check

This role has been assessed as requiring an Enhanced Level Disclosure and Barring Service (DBS) with Barred List check due to the work being undertaken being performed directly with the vulnerable or children which is deemed regulated activity. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. This level of check will also highlight anyone barred from working with the vulnerable including children.

Any risks identified through the DBS check will be reviewed by ClwydAlyn and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in ClwydAlyn's DBS Policy and Procedure which can be requested from the HR Team.

1. Purpose of the Post

- 1.1 Responsible for the preparation, cooking and presentation of nutritious and attractive meals in accordance with the menus. Transfer food to serving area, assists in maintaining adequate supplies and a hygienic work environment. Performs all duties in a safe and efficient manner.

2. Knowledge and Abilities

- 2.1 Ability to ensure that the food is delivered to the restaurant(s) in a correct and safe manner. Ensure that left over foods are properly preserved or disposed of.

- 2.2 Ability to assist the chef / cook ensuring that food supplies are received in good condition and stored properly.
- 2.3 Maintains work areas in a clean, orderly and safe condition. Recording and maintain all documentation required for HACCAP/Safer Food Better Business and for inspection.

3. Working with Others

- 3.1 At all times work alongside other members of staff to ensure that the residents needs are met.

4. Problem Solving / Decision Making / Innovation

- 4.1 To assist the chef / cook in planning nutritious meals and attractive menus.
- 4.2 Ability to feedback resident requests, to the chef / cook regarding menu suggestions.

5. Use of Technology

- 5.1 Ensure that equipment and utensils are in proper and safe operating condition.
- 5.2 Follow manufactures' instructions in operation and use of all equipment and chemicals i.e. COSHH.

6. Budgets and Cash Handling

- 6.1 To handle any financial transactions in line with ClwydAlyn's policies and procedures.

7. Unsocial Conditions / Special Circumstances

- 7.1 Ability to work in a flexible manner on the scheme's rota. Some of which may be unsociable.

8. Core Responsibilities

- 8.1 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- 8.2 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the company.
- 8.3 To comply with ClwydAlyn's Risk Management Strategy, identifying and mitigating against risk.
- 8.4 To be responsible for the application of Equality and Diversity practices in accordance with ClwydAlyn's policy and procedures within daily operations.

- 8.5 To comply with Standing Orders, Company Policies and Procedures and to make know to Line Managers any areas which are not adequately covered.
- 8.6 To perform any other reasonable task as determined by the Manager, Director, Deputy Chief Executive, Chief Executive or Board of Management.