
Recruitment Information

Kitchen/Catering Assistant

Your title	Kitchen/Catering Assistant
DBS Check	This post requires a DBS basic check
Your team	Community Support Services
You would be based	Thames Ditton Centre for the Community
Your line manager	The Centre Manager



Elmbridge
Borough Council

... bridging the communities ...



About the role

We are looking for a kitchen/catering assistant to join our Community Support Services team in serving meals at our Thames Ditton Centre for the Community on Mondays and Thursdays, including washing up and maintaining a safe and clean kitchen.

The role requires an individual who has a friendly and caring attitude, and who is both a team player and able to work on their own initiative, offer experience of working in a kitchen and demonstrate an understanding of food safety and hygiene regulations.

The main purpose of the role:

- To serve lunchtime meals at Thames Ditton Centre.
 - To prepare a limited range of snacks, heated from frozen, e.g. pasties and jacket potatoes, cook omelettes, and prepare soup.
 - To ensure that the kitchen, catering equipment, crockery, cutlery, table cloths and dish towels are cleaned after use.
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Specific duties and responsibilities

- To serve lunches between 12 noon and 1pm
- To prepare light meals and snacks
- To be responsible for cleaning of all catering equipment, including oven, hob and microwave used for the preparation of meals.
- To be responsible for cleaning and monitoring temperature of the refrigerator and freezer in the Centre.
- To clean work surfaces, sinks and floors.
- To ensure that all areas relating to the kitchen are kept to a high standard of cleanliness.
- To sweep and keep tidy the refuse area.
- To ensure that the standards of safety and hygiene are always met, adhering to food safety regulations.
- To ensure that all equipment is switched off and the kitchen is locked after use.
- To assist with an annual volunteers evening.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

We are committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of marital status, gender, race and ethnicity, disability, sexual orientation, religious belief or age.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We can only consider applicants who are already eligible to work in the United Kingdom.

Kitchen/Catering Assistant

Post No: PRN000243

Team: Community Support Services

**Hours: 9 hours (11am – 2pm on
Mondays/Thursdays and Tuesday or Friday)**

**Salary: SCP8-11 £10.65 per hour - £11.13 per
hour**

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education			
1.	Good standard of education.	E	A/I
2.	Catering Qualifications e.g. City and Guilds 706/2, NVQ Level 2.	D	A/I
3.	Basic Food Hygiene Certificate.	D	A/I

Experience			
4.	Experience of working within a commercial kitchen environment.	E	A/I
5.	Experience of working as part of a team.	E	A/I

Knowledge, skills and abilities			
6.	Ability to understand the Food Safety and Hygiene Regulations.	E	A/I
7.	Experience of catering for large numbers of people and an understanding of dietary requirements.	E	A/I
8.	Ability to work on one's own.	E	A/I
9.	Ability to communicate in a professional manner with members of the public and colleagues	E	A/I

Special requirements			
10.	DBS basic level	E	A/I