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# Recruitment Information

## Kitchen/Catering Assistant

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<b>Your title</b>	Kitchen/Catering Assistant
<b>Your team</b>	Community Support Services
<b>You would be based</b>	Claygate Centre for the Community
<b>Your line manager</b>	The Centre Manager



**Elmbridge**  
Borough Council  
*... bridging the communities ...*

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### About the role

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We are looking for a kitchen/catering assistant to join our Community Support Services team in providing meals at either our Claygate Centre and supporting the delivery of the daily Meals on Wheels service.

The role requires an individual who has a friendly and caring attitude, and who can be a team player, offer experience of working within a kitchen and demonstrate an understanding of food safety and hygiene regulations.

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## **The main purpose of the role:**

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- To assist with the provision of lunchtime meals.
- To provide support to the Cook and Assistant Cook, including serving meals at the Claygate Centre.
- To ensure that the kitchen and catering equipment is cleaned after use.

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## **Specific duties and responsibilities**

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- To provide light meals between 12 noon and 1pm, including serving meals when required.
- To be responsible for cleaning all catering equipment, including oven and microwaves that are used for the preparation of meals.
- To be responsible for cleaning and monitoring temperature of the refrigerators and freezers 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, including the staff toilet.
- 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.
- To provide cover for the Assistant Cook during annual leave and sickness

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## What's missing?

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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.

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## Your conduct

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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.

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## Equal opportunities

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

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## Health and safety

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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.

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## Personal and sensitive data

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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.

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## Talent development

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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.

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## Confidentiality

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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.

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## Person specification

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**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: Claygate C550**

**Team: Community Support Services**

**Hours: 16 hours**

**Salary: SCP8-11 £10.12- £10.57**

<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
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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
10.	A willingness to apply for a basic DBS disclosure which is required for this position.	E	A/I