

MONMOUTHSHIRE COUNTY COUNCIL
REGENERATION & CULTURE DIRECTORATE
FACILITIES UNIT (CATERING SECTION)

POST: Catering Assistant (Term Time Only)

POST NO: RFCCASS

GRADE: BAND A SCP 5 – 9 (£13,500 - £14,075 Pro Rata Per Annum which equates to ££6.9974 to £7.2954 per hour)

HOURS: 10.00 Hours per Week (Monday to Friday) 11:30am to 1:30pm

BASED AT: Overmonnow Primary School

We are seeking a person to fill the post of Catering Assistant at School. Duties will include preparation, serving, clearing away, washing up and cleaning processes.

The successful candidate should be a team player with the ability to effectively and efficiently communicate with staff at all levels.

A Basic Food Hygiene qualification is required for this post however it is not an essential prerequisite as training will be given to the successful candidate.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and therefore a Disclosure check will be required prior to confirmation of appointment.

Closing Date: 12 Noon on Friday 13th February 2015

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GENERAL INFORMATION

Catering staff is subject to terms and conditions of employment as covered by existing collective agreements negotiated and agreed with a specified trade union or unions recognised by us for collective bargaining purposes. These agreements are embodied in the Scheme of Conditions of Service of the National Joint Council for Local Services, as supplemented where appropriate by local agreements. Catering staff may be required to serve in any post appropriate to their grade at such place of employment in the Catering service as may be required.

HOURS/TIMES OF WORK

Hours, grades and times of work maybe subject to future variation as a result of fluctuations in demand for the number of meals served at a particular establishment in accordance with Monmouthshire Catering agreed staffing scales.

OTHER CATERING/ACTIVITIES AND/OR EMERGENCIES

All Monmouthshire Catering staff are required to undertake any additional duties as specified by the Manager in connection with other catering activities and/or emergencies as required. Payment will be made at the appropriate rate as embodied in the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service.

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POST: Catering Assistant (Term Time Only)

POST NO: RFC CASS

GRADE: BAND A SCP 5 – 9 (£13,500 - £14,075 pro rata per annum which equates to £6.99 to £7.29 per hour)

HOURS: 10.00 Hours per Week (Monday – Friday) 11:30am to 1:30pm

BASED AT: Overmonnow Primary School

RESPONSIBLE TO: Cook in Charge

JOB PURPOSE

To ensure the running of a smooth and effective school meals service at any educational site.

JOB OUTLINE/MAIN DUTIES

- To work under the supervision of the cook and/or assistant cook.
- To assist and carry out any instructions given in the preparation, cooking and serving of food or clearing away, washing up or cleaning processes.
- To be prepared to work at any reasonable time during the opening time of the catering unit.
- To be prepared to work additional hours as required due to absenteeism or increases in demand for meals etc.
- To possess a Basic Food Hygiene qualification (training will be given if not already achieved)
- To work as a member of Monmouthshire's catering team at any educational site.
- To undertake any training considered necessary for the post.
- To observe any requirements outlined by the Monmouthshire Catering Quality Procedural Manual in relation to quality standards.
- To observe Health and Safety regulations.
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

- Holidays are to be taken in school holidays only

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PERSON SPEC

Catering Assistant:

The successful candidate must be able to demonstrate:

- Previous kitchen experience.
- Flexibility in regard to hours worked.
- Flexibility and be versatile in order to work at different educational sites, due to absenteeism or increases in demand for meals etc.
- A commitment to achieving a Basic Food Hygiene qualification if not already achieved (full training will be provided);
- The ability to work as a team.
- Willingness to undertake any training appropriate to the post as and when appropriate.
- Willingness to follow all Monmouthshire catering procedures, policies and apply appropriately.
- Willingness to undertake and practice Health & Safety procedures to comply with legislation.
- Willingness to abide by the Council's Equal Opportunities policy including undertaking appropriate equality awareness training.

NOTE:

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and therefore an enhanced Disclosure check will be required prior to confirmation of appointment.