

CAMBRIDGESHIRE COUNTY COUNCIL: JOB DESCRIPTION

POSITION:	Catering and housekeeping assistant	REPORTS TO:	Catering and housekeeping supervisor
SERVICE:	CEES	DIRECTORATE, OFFICE:	Place and Economy – Environment and Commercial
GRADE:	Catering Job Family Level 1B	LOCATION:	Stibbington Centre
JOB PURPOSE:			ROLE DIMENSIONS
Responsibility for catering, cleaning and laundry			14 Hours per week
CORPORATE & JOB SPECIFIC ACCOUNTABILITIES			SERVICES/PARTNERS
<p>Catering</p> <ul style="list-style-type: none"> • Prepare and serve meals for visiting residential groups of up to 40 pupils and adults • Prepare lunches for residential groups, day visitors and centre staff • Clearing and washing up after meals <p>Monitoring</p> <ul style="list-style-type: none"> • Safe storage and preparation of food • Safe operation of kitchen equipment • Stocks of ingredients and consumables and supplying information for ordering purposes • Checking goods received <p>Cleaning</p> <ul style="list-style-type: none"> • Daily cleaning of kitchen • Cleaning of other areas as required • Non-routine cleaning duties at times when catering is not required, as delegated by line manager • “Spring” cleaning <p>Monitoring</p> <ul style="list-style-type: none"> • Stocks of cleaning product, equipment and consumables and supplying information for ordering purposes <p>Laundry</p> <ul style="list-style-type: none"> • Use of washing machine and drying facilities to ensure a supply of clean linen and uniforms <p>In all these accountabilities support compliance with CEES, CCC, Food Standards Agency and other legislative policies.</p> <p>Other such duties that may be assigned by the Catering and Housekeeping Supervisor</p>			

CAMBRIDGESHIRE COUNTY COUNCIL: PERSON SPECIFICATION

POSITION:	Cook and housekeeping assistant 14 hours per week	REPORTS TO:	Catering and housekeeping supervisor
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SERVICE:	CEES	DIRECTORATE, OFFICE:	Place and Economy
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GRADE:	Catering Job Family	LOCATION:	Stibbington Centre
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QUALIFICATIONS

Essential <ul style="list-style-type: none"> • None 	Desirable <ul style="list-style-type: none"> • basic food hygiene qualification
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KNOWLEDGE AND EXPERIENCE

Essential <ul style="list-style-type: none"> • Knowledge of basic food hygiene 	Desirable <ul style="list-style-type: none"> • Experience of working in child-oriented environment • Some general catering experience
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SKILLS

Essential <ul style="list-style-type: none"> • Able to work on own initiative • Able to communicate effectively with others • Able to work flexibly to meet demands of service • Able to work with others to deliver services 	Desirable <ul style="list-style-type: none"> • Basic food preparation skills
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BEHAVIOURS

Working together – Essential

- I liaise with colleagues and customers
- I carry out my work to standards agreed with my line manager and outlined in my job description

Integrity - Essential

- I set out clear expectations to others about what I can deliver
- I communicate outcomes effectively

Respect for others and public resources - Essential/Desirable

- I act in a considerate way towards colleagues, customers
- I act and respond sensitively when using and working with our resources

Excellence - Essential/Desirable

- I consistently meet my objectives
- I can identify and deliver excellent practice in my work