



FLITWICK TOWN COUNCIL

JOB DESCRIPTION/PERSON SPECIFICATION

Post:	Senior Catering Assistant
Post No:	FTC
Responsible to:	Rufus Centre Chef
Responsible for:	

Job Purpose

1. To prepare quality food to be supplied in the café, at conferences and events, refreshments at meetings and in support of the community.
2. To ensure high standards of hygiene and safety during preparation and serving.
3. To deputise for the Rufus Centre Chef when required.

Main Responsibilities

1. To support the Manager and Rufus Centre Chef in developing and implementing sound catering operating procedures.
2. To support the Manager in achieving the objectives for your team, and to contribute to the wider Council objectives where possible.
3. To oversee the customer interface, ensuring a hospitable environment, memorable experience and dealing sensitively and courteously with their enquiries.
4. To prepare and cook food for both daily sales and functions.
5. To oversee the kitchen's food production during the Chef's absence.
6. To follow all guidelines for food hygiene and health and safety.
7. To undertake daily and weekly ordering of stock in liaison with the Catering & Facilities Lead.
8. To ensure food is correctly stored, whilst regularly monitoring stock and practising stock rotation.
9. To control the quality of all food that leaves the kitchen.
10. To ensure exceptionally good housekeeping and to take responsibility for cleaning the kitchen.
11. To undertake the work within budget guidelines and monitor and minimise food wastage.
12. To check that food supplied by outside caterers is handled hygienically and that the kitchen is left in a clean condition.
13. To discuss with events organisers and potential customers their food requirements as required.
14. To have input to menu contents.
15. If requested to be the duty First Aid Appointed Person and Fire Warden.
16. To observe the principles of customer/client care, equality, quality management and good health and safety standards and to help achieve and contribute towards Local Council Award status.
17. To undertake other tasks allocated by the Council which are within the competence and capability of post holder.



PERSON SPECIFICATION

E = Essential
D = Desirable

FACTOR	REQUIREMENT
QUALIFICATIONS	<ol style="list-style-type: none">1. NVQ level 2/3 in food preparation and cookery or equivalent qualification (D).2. Level 2 Award in Food Safety or equivalent Qualification (E)3. Basic certificate in health and safety. (D)
EXPERIENCE E = Essential D = Desirable	<ol style="list-style-type: none">4. Experience of cooking and food preparation in a high-volume environment. (E).5. Experience of running a kitchen which also caters for a range of events from supporting a café environment to prestigious conferences and family events including weddings. (D)6. Experience supervising food hygiene in a kitchen environment (E)7. Experience of coordinating functions and events (D)8. Experience of food storage techniques. (E)9. Experience of ordering supplies for a catering service. (D)10. Experience of supervising kitchen and catering cleansing. (E)11. Experience of supervising front of house staff in a catering outlet. (D)12. Experience of Microsoft Office packages. (D)13. Experience of managing health and safety in a busy kitchen (E)14. Experience of training catering staff. (D)15. Experience with Food Allergies, Special Diets and Labelling. (D)
KNOWLEDGE/ SKILLS	<ol style="list-style-type: none">16. A good grounding in modern catering techniques (E)17. An in-depth knowledge of routine and periodic cleaning and other aspects of food hygiene. (E)18. A knowledge of good customer care practice (E)19. Excellent verbal communication skills (E)20. Capability of working with internal and external teams and partners. (E)21. Organisation and time management skills. (D)22. Knowledge of working within a quality management system with a “right first time” ethos (D)

	<p>23. Basic understanding of health and safety requirements relative to a kitchen and catering outlet. (E)</p> <p>24. Basic IT skills (D)</p> <p>25. An understanding of how this role supports the delivery of our charitable outputs.</p>
Personal Style and Behaviour	<p>26. Ability to be self-motivated, innovative and have a flexible approach to work (E)</p> <p>27. Ability to work on own initiative and supervise other staff (E)</p> <p>28. Ability to work as part of a team (E)</p> <p>29. Ability to balance conflicting demands and to find acceptable ways forward. (E)</p> <p>30. Ability to work to strict deadlines and under pressure. (E)</p> <p>31. Commitment to client care, equal opportunity in employment and service delivery and safety. (E)</p> <p>32. Commitment to improving efficiency and effectiveness (E)</p>