

Catering Assistant

Service: Central Services – Catering
Responsible To: Chef Supervisor
Salary: Point 4

Job Purpose

To effectively perform a variety of manual tasks associated with food production and service in the catering unit.

Main Duties

- Basic food preparation, e.g. vegetables, salads.
- Preparation of rolls and sandwiches.
- Cleaning and clearing of food production areas.
- Prepare counters/trolleys or rooms for service.
- Preparation and setting out of condiments.
- Service of hot and cold food and beverages.
- Replenishing of counters/trolleys
- Clearing and cleaning of debris during service.
- Clearing and cleaning of counters/trolleys and equipment after service.
- Clearing and cleaning tables after buffets
- Greet all service users and staff helpfully and courteously.
- Give customers information about products.
- Accept payment and give change, including operating a cash register.
- Keep limited records (e.g. Counter checks and stock sheets).
- Clean and fill vending machines.
- Assist with the preparation and service at special functions.

Person Specification

Essential Criteria

Skills and Knowledge

- Have an understanding of health and safety
- Ability to work on own initiative
- Good oral communication skills

Qualifications and Training

- Basic food hygiene qualification

Experience

- Previous experience of working in a catering environment

Desirable Criteria

Skills and Knowledge

- Understanding of the needs of young adults with learning difficulties and disabilities

Qualifications and Training

- Customer service qualification

Experience

- Experience in working with adults or children who have learning disabilities
- Experience of working in an educational environment
- Previous experience of working in a customer service environment
- Experience of handling cash

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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