

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE: Catering Assistant****JEM Number**
01-140**GRADE:****REPORTS TO:**
Catering Manager (or other designated person)**1. PURPOSE OF JOB:**

To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the person in charge of the kitchen.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

- i. Assist in food preparation and general cooking tasks.
- ii. Preparation of dining area, transporting and serving meals.
- iii. Washing up and general cleaning.

3. MANAGEMENT OF PEOPLE**SUPERVISION OF PEOPLE****4. CREATIVITY AND INNOVATION**

Work is carried out within procedures presenting limited opportunity for creativity only within clearly defined roles.

5. CONTACTS AND RELATIONSHIPS

The postholder will have contact with line manager, other employees of the school and pupils; there may be occasional contact with visitors to the school and suppliers.

6. DECISIONS**a) Discretion**

Working within clearly defined procedures, generally discretion is made within a range of set alternatives.

	b)Consequences Impacts on lunchtime/break activities.		
7.	RESOURCES Resources such as crockery, cutlery, general kitchen equipment, responsible for taking care of the general facilities within the kitchen.		
8.	WORK ENVIRONMENT		
	a) Work Demands Work subject to interruption but does not affect the overall completion of the task.		
	b) Physical Demands Preparation of dining area may include moving and handling of tables, chairs etc.		
	c) Working Conditions Working in kitchen area on school premises in well lit and ventilated environment.		
	d) Work Context May be at risk from use of equipment e.g. cleaning chemicals and machinery. The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.		
9.	KNOWLEDGE AND SKILLS Basic Food Hygiene Certificate or be supervised and appropriately trained to a level which ensures hygiene standards are met and maintained at all times.		
10	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date:
Job Description written by: [Manager]

Job Description agreed by: [Postholder]
			V5

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Catering Assistant	JEM Reference No. 01-140
Directorate Schools	Evaluation Date 9/2/06
Service Generic	

FACTORS:	LEVEL	POINTS
Management of People	1 (up to five)	16
Dispersal		
Creativity and Innovation	1	28
Contacts and Relationships	2	38
Decisions Discretion	1	20
Consequences	1	12
Resources	1	10
Work Environment Work Demands	1	8
Physical Demands	2	12
Working Conditions	3	18
Work Context	2	16
Knowledge and Skills	1	48
TOTAL POINTS		226
GRADE		Grade 1

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project