

## SVT Catering Assistant Grade B

Role Title	Typically reports to
Sea View Trust Catering – Assistant Cook Blackpool Grade B	Line Manager
Information sources	Date of profile
Blackpool Council Leisure and Catering Service	(Reviewed 01.04.2021)
Purpose of the role (job statement)	
Under the direction of the Catering Manager to assist in the preparation, cooking and serving of food and beverages and other related catering duties as required.	
Responsibilities	
<p><b>Key duties:</b></p> <ol style="list-style-type: none"> <li>1. To prepare, cook and serve food and beverages ensuring that food hygiene controls are observed.</li> <li>2. To prepare the dining area for service, which may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service.</li> <li>3. To operate catering equipment and machinery as required after appropriate training and/or instruction.</li> <li>4. To ensure that dining areas and service counters are prepared and fit for the type of service being provided.</li> <li>5. To clean on a daily basis, all catering areas to standards laid down by the Trust and Catering Manager.</li> <li>6. To wash all catering equipment in the catering environment.</li> <li>7. Report defects and breakdowns in kitchen equipment to the appropriate authority.</li> <li>8. To assist in the cleaning of premises, equipment and utensils as required.</li> <li>9. Observe and maintain statutory duties in respect of Food Hygiene Regulations and Health and Safety legislation.</li> <li>10. To undergo on and off the job training sessions as required by The Sea View Trust.</li> <li>11. To maintain required standards of personal hygiene and dress code associated with a catering environment.</li> </ol> <p>The post holder will have a list of designated duties for the day, but could use initiative for which order they work as long as they meet the time constraints, example lunch service.</p> <p><b>Individuals in this role may also:</b></p> <ul style="list-style-type: none"> <li>• Be required to support in another local academy, within a reasonable geographical distance and with reasonable notice</li> </ul>	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> <li>• Experience in a catering environment</li> <li>• Basic numeracy and literacy skills</li> <li>• Good organisational skills</li> <li>• Good communication skills</li> </ul>	