

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Place	SERVICE GROUP: Museums and Galleries
POST TITLE: General Kitchen Assistant	REPORTS TO: Catering Manager
GRADE:	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

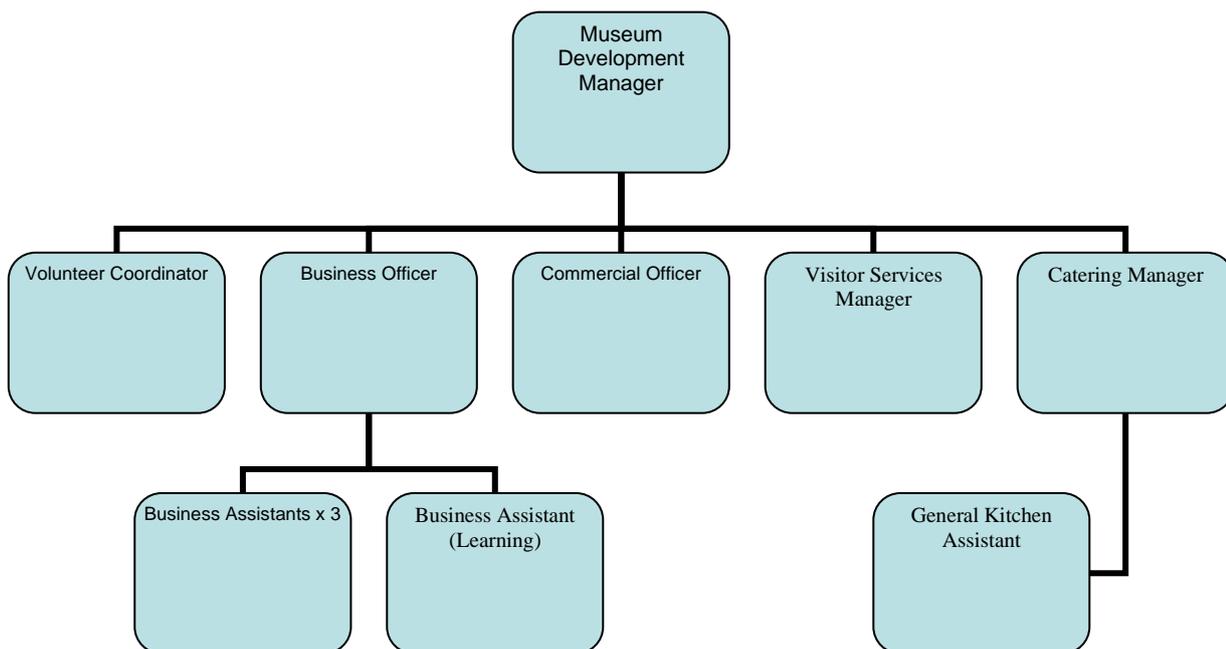
The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:
<p>To assist the Catering Manager in providing high quality, customer focused catering services that are valued by the customer.</p> <p>Working as part of a team to prepare and serve healthy, well presented and nutritious meals in accordance with quality procedures and work instructions.</p> <p>Supports the Catering Manager in opening and closing the space and completing all of the key tasks associated with running a café, ensuring food hygiene and safety regulations are followed at all times.</p>
Main Responsibilities of Post:
<ul style="list-style-type: none"> • Adheres to operational procedures and ensure high standards of Food Safety and Safe Working Practices are maintained at all times. The General Kitchen Assistant is responsible for ensuring that only appropriate food types are served to meet individual customer needs according to set policy and procedures including religious, medical or dietary preferences. <p>Willing to undertake additional training / duties relating to the preparation, cooking, presentation and service of food.</p>

- Prepare the café area and service area, moving furniture (tables, benches, chairs) as required whilst maintaining compliance to Safe Methods of Working. Wipe and clear dining tables, trays, and service counter during service or in between sittings as required.
- Serve the meal as attractively and hygienically as possible giving consideration to customer's wants and needs. Ensure that customers are treated politely.
- Responsibility for cash handling whilst serving customers and at the banking of cash at the end of the day.
- Clean and store away all equipment used during preparation and service. Clean dining room floor and furniture etc after service and re stack furniture if necessary.
- Responsibility for cleaning the kitchen, stores, toilets, dustbins etc.
- Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulation 1995, the Health and Safety at Work Act 1974.
- Clean and smart in appearance with good standards of personal hygiene.
- Courteous and respectful to customers and work colleagues at all times.
- Able to work to deadlines, with precision and speed as appropriate to complete tasks to pre-set times.
- To make every effort to remain fit and healthy so that attendance at work is maximised.

Structure:



Special Knowledge Requirement. Will be used for shortlisting. Max 10	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
	Essential
Ability and interest to put into practice basic food preparation and simple cooking related tasks.	x
Ability to read and understand written instructions such as procedures, COSHH information, Health & Safety information, Fire Safety information and Food Safety information. (Must demonstrate the basic numeracy and literacy required to fulfil the role)	x
Able to work as part of a team, with a hard working, positive and helpful disposition.	x
Customer focussed, pleasant disposition when dealing with customers and colleagues, with a positive “can do” attitude.	x
Please add up to four additional knowledge requirements specific to the post.	
Relevant experience requirement: Will be used for shortlisting.	
Experience in the catering industry or in a similar customer facing role.	
Relevant professional qualifications requirement. Will be used for shortlisting.	
Basic Food Hygiene (Essential) - must be willing to complete the course and pass within 3 months.	
Halal Awareness Training – must be willing to complete the training and pass within 3 months.	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making	
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.	
Undertakes structured Problem Solving Activity	
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.	

Operates With Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect , maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. • Must be able to work evenings, weekends and bank holidays as required • The post holder will be a lone worker at times and as such will need to follow risk assessment procedures and policies. • The post holder will work along side volunteers 		
Special Conditions:		
Compiled by: Date: April 2019	Grade Assessment Date:	Post Grade: