

Job Description and Person Specification



Job Description

Job Title	Food Service Assistant
Grade	1
Service	Adult Social Care
Reports to	Senior Support Assistant
Location	City Wide
Job Evaluation Code	Y5250D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To be responsible for the preparation of simple meals and the cleanliness of the kitchen area.

Main Duties & Key Accountabilities

Core Knowledge

1. Organise the work of the kitchen to ensure meals are ready when required.
 2. Responsible for simple ordering and preparation of meals according to the arrangements laid down.
 3. Ensure foods received are of expected quality, weight and quality, and stored correctly.
 4. Ensure the kitchen area is kept in a clean and hygienic condition and working practices observed are according to the Food Hygiene Regulations.
 5. Be aware of responsibilities in relation to the Health and Safety at Work Act and ensure all accidents are notified.
 6. Maintain good relationships with other departmental staff.
 7. Any other duties and responsibilities within the range of the salary grade.
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Key relationships

External Range of service via NHS Age UK Contractors Police Citizen Social Housing Group	Internal Social work Team Human Resources Maintenance Team Brokerage Team
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none">• Attitudes and actions that discriminate against race, disability, gender, etc.• Kitchen hygiene.• Food presentation and quality.• Personal hygiene in relation to food preparation.• Services users' rights.	
Skills and Abilities	
<ul style="list-style-type: none">• Numeracy skills, e.g. add, subtract, etc.• Communication skills - spoken and written.• Observation skills, e.g. tenants well-being/health.• Able to organise work to ensure meals are ready on time.• Able and willing to accept training in cook-chill, hygiene, health and safety, and issues relating to the user group.• Ability to pay attention to detail, in respect of cook-chill regulations.• Able to work on own initiative and accept personal accountability.• Able to contribute to the extended staff team.• Able to work under pressure and in some demanding situations, eg short timescales, dealing with people who may display inappropriate behaviour.	
Experience	
<ul style="list-style-type: none">• Working In kitchens.• Life experience to demonstrate knowledge, skills and abilities.	
Qualifications	

Special Requirements

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created		Date Reviewed	February 2025
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