

Job Description and Person Specification

Food Services Assistant

Job Details		FOOD SERVICE ASSISTANT
Grade		1
Service		Short Term Specialist Services
Location		The Coventry Dementia Partnership Hub
Job Evaluation Code		

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To be responsible for the preparation and serving of meals and the cleanliness of the kitchen and dining areas.</p> <p>To support in the café with preparing light snacks and drinks to the public. Our café is a Dementia friendly space where people can come into a safe and inviting environment</p>

Main Duties & Key Accountabilities	
To organise the work of the kitchen to ensure meals and refreshments are ready for serving to meet the requirements of service users and their dietary needs	
To be responsible for ordering supplies and preparation and serving of meals	
To assist in menu planning, using knowledge of service user preferences.	
To ensure foods received are of expected quality, temperature and quantity, and ensure that information required is accurately recorded.	
To ensure the kitchen and dining areas are kept in a clean and hygienic condition and working practices observed are in accordance with the Food Hygiene Regulations.	
Be aware of responsibilities in relation to the Health and Safety at Work Act and ensure all accidents are notified.	
Maintain good relationships with other departmental staff and respond appropriately to service users.	
To maintain accurate records of temperatures and cleaning schedule compliance.	
To work alongside and support students, work experience and volunteer placements.	
To participate in training, classroom based or e-learning.	
To participate in supervision and team meetings.	
Any other duties and responsibilities within the range of the salary grade.	

Key Relationships			
External:	Range of service via NHS Age UK Alzheimer's Society Arden Memory services Contractors Many other agencies Members of the public	Internal:	Social work Team Human Resources Maintenance Team Brokerage Team

Standard Information
<p>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.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
NA

Person Specification	
Requirements	
Knowledge	Aware of the City Council's Equal Opportunities Policy.
Knowledge	The importance of maintaining confidentiality.
Knowledge	Aware of the requirements to respect and maintain the rights of others.
Knowledge	Health and Safety regulations and their application in the workplace.
Knowledge	Anti-discriminatory practice.
Knowledge	Promoting individual rights.
Knowledge	Kitchen hygiene.
Knowledge	Personal hygiene in relation to food preparation.
Skills And Ability	Numeracy skills, eg. add, subtract, etc.
Skills And Ability	Communication skills - spoken and written.
Skills And Ability	Observation skills, eg. service users' well-being/health.
Skills And Ability	Able to organise work to ensure meals are ready on time.

Skills And Ability	Able and willing to undertake training in hygiene, health and safety, first aid and any other relevant area.
Skills And Ability	Ability to implement food hygiene regulations.
Skills And Ability	Able to work on own initiative and accept personal accountability.
Skills And Ability	Able to contribute to the extended staff team.
Skills And Ability	Able to work under pressure and in some demanding situations, eg short timescales, dealing with people who may display challenging behaviour.
Skills And Ability	Able to work alongside and support student and volunteers.
Experience	Working In kitchens.
Experience	Life experience to demonstrate knowledge, skills and abilities.
Qualification	Foundation food hygiene or willingness to achieve this level within 6 weeks of starting the post.
Special Requirements	Experience working in a Kitchen, Hospitality

Declaration			
Reviewed/Created By:	Deborah Farrell		
Job Title:	Community Manager	Date:	06/06/2025