

Job Description and Person Specification

Food Service Assistant

Job Details	
Grade	1
Service	Adult Social Care
Location	Citywide
Job Evaluation Code	Y5250D

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 of simple meals and the cleanliness of the kitchen area.</p>

Main Duties & Key Accountabilities

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.

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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	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 Ability	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	Working In kitchens. Life experience to demonstrate knowledge, skills and abilities.
Qualification	
Special Requirements	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Declaration			
Reviewed/Created By:			
Job Title:		Date:	

