



Coventry City Council

## Job Description

<b>Job Title:</b>	Food Services Assistant	<b>Job Number:</b>	Y5250D
<b>Division/Section/Group/Team:</b>	Adult Social Care	<b>Grade:</b>	1
<b>Location:</b>	City Wide		

### Job Purpose:

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

### Main Duties and Responsibilities:

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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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:**

**Reviewed:**

**Updated:** September 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	Food Services Assistant	<b>Job Number:</b>	Y5250D
<b>Division/Section/Group/Team:</b>	Adult Social Care	<b>Grade:</b>	
<b>Location:</b>	City Wide		

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

<b>Educational:</b>	
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>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).</li> </ul>
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**Reviewed:**

**Updated:** September 2020