

Job Description and Person Specification



Job Description

Job Title	Food Service Assistant
Grade	1
Service	Short term and specialist services
Reports to	Team leader
Location	Maymorn Day Centre
Job Evaluation Code	



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 and serving of meals and the cleanliness of the kitchen and dining areas.

Main Duties & Key Accountabilities

Core Knowledge

1. 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.
2. To be responsible for ordering supplies and preparation and serving of meals
3. To assist in menu planning, using knowledge of service user preferences.
4. To ensure foods received are of expected quality, temperature, and quantity, and ensure that information required is accurately recorded.
5. 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.
6. Be aware of responsibilities in relation to the Health and Safety at Work Act and ensure all accidents are notified.
7. Maintain good relationships with other departmental staff and respond appropriately to service users.
8. To maintain accurate records of temperatures and cleaning schedule compliance.
9. To work alongside and support students, work experience and volunteer placements.
10. To participate in training, classroom based or e-learning.
11. To participate in supervision and team meetings.
12. 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	Internal Social work Team Human Resources Maintenance Team Brokerage Team
---	--

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"> • Aware of the City Council's Equal Opportunities Policy. 	
<ul style="list-style-type: none"> • The importance of maintaining confidentiality. 	
<ul style="list-style-type: none"> • Aware of the requirements to respect and maintain the rights of others. 	
<ul style="list-style-type: none"> • Health and Safety regulations and their application in the workplace. 	
<ul style="list-style-type: none"> • Anti-discriminatory practice. 	
<ul style="list-style-type: none"> • Promoting individual rights. 	
<ul style="list-style-type: none"> • Kitchen hygiene. 	
<ul style="list-style-type: none"> • Personal hygiene in relation to food preparation. 	
Skills and Abilities	
<ul style="list-style-type: none"> • Numeracy skills, eg. add, subtract, etc. 	
<ul style="list-style-type: none"> • Communication skills - spoken and written. 	
<ul style="list-style-type: none"> • Observation skills, eg. service users well-being/health. 	
<ul style="list-style-type: none"> • Able to organise work to ensure meals are ready on time. 	
<ul style="list-style-type: none"> • Able and willing to undertake training in hygiene, health and safety, first aid and any other relevant area. 	
<ul style="list-style-type: none"> • Ability to implement food hygiene regulations. 	
<ul style="list-style-type: none"> • Able to work on own initiative and accept personal accountability. 	
<ul style="list-style-type: none"> • Able to contribute to the extended staff team. 	
<ul style="list-style-type: none"> • Able to work under pressure and in some demanding situations, eg short timescales, dealing with people who may display challenging behaviour. 	
<ul style="list-style-type: none"> • Able to work alongside and support student and volunteers. 	

Experience
<ul style="list-style-type: none"> • Working In kitchens.
<ul style="list-style-type: none"> • Life experience to demonstrate knowledge, skills and abilities.
Qualifications
<ul style="list-style-type: none"> • Foundation food hygiene or willingness to achieve this level within 6 weeks of starting the post.
Special Requirements
<ul style="list-style-type: none"> • 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	March 2023	Date Reviewed	
---------------------	------------	----------------------	--