Job Description

Position Details

Position:	Catering Assistant
Directorate:	Neighbourhoods & Environment
Service:	Catering
Position no:	BGNEW
Grade:	2
Hours of work:	Various
Work style:	Service Based Worker – Various locations throughout Blaenau Gwent
DBS required:	Enhanced Disclosure with Child Barred List
Contact:	Amanda Baird 07814 645181 / Angela Meredith 07807 585117
Date:	June 2025

Politically Restricted? ☐ **Yes*** ☒ **No**

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: The Cook in charge.

Responsible for: To assist the Cook and Assistant Cook in general duties within the kitchen as required.

Principal Accountabilities

1. To work under the supervision of the Cook and/or Assistant Cook to assist and carry out any instructions given in the preparation, cooking and serving of food or clearing away, washing up, cleaning processes, supporting any transport service if applicable and handling of any cash.

2. To be prepared to work at any reasonable time of day in order to ensure the smooth running of the catering unit.

3. To be prepared to work additional hours as required due to absenteeism/increase in demand for meals.

4. To be able to travel to any school kitchen as required to provide cover for all catering assistant posts within Blaenau Gwent.

5. To undertake any training considered necessary for the post.

6. Due to the nature of school catering, the timing of annual leave is subject to special arrangements for employees; you are required to take leave during periods of school closure only and not during term time. Hours may vary due to fluctuation in meal numbers.

7. To be able to travel to any school kitchen as required to provide cover for all catering assistant posts within Blaenau Gwent Catering.

8. To undertake any training considered necessary for the post.

9. To observe any requirements outlined by Blaenau Gwent Catering quality procedures

10. To observe Health and Safety regulations.

11. Any other duties as required.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.

2. To positivity promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.

3. To demonstrate a commitment to ongoing personal development.

4. To adhere to data protection principles whilst undertaking your duties.

5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.

6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Food Safety Level 2	E	A
Experience		
Previous experience of working in a catering field	E	PP
Knowledge / Skills		
Knowledge of Health & Safety procedures	D	I – PP
Motivational skills	D	A – PP
Knowledge of Health & Safety Regulations within a catering field	D	A – PP
Personal Attributes		
Special Working Conditions / Requirements		
Commitment to term time working hours	E	I
Flexible working hours	E	I

Minimum Welsh Language Skill Requirements (Indicated with a tick (✓) below)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	✓

For further information on the above please refer to the Welsh Language Skills Guidelines

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I – PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	A – PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I – PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	A – PP
Understands the links between own professionalism and the possible impact on the Authority's image	I – PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	I – PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	I – PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	I – PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	I – PP
Communicates professionally by using formal channels appropriate to the situation	PP

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