# CYNGOR SIR *POWYS* COUNTY COUNCIL

## JOB DESCRIPTION

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| **Position Title:** | **General Kitchen Assistant 1** |
| **Position Number:** | **MCC3589** |
| **JE Code:** | **LES008** |
| **Service:** | **Catering and Cleaning** |
| **Location/Work Base:** | **Mid Powys** |

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

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| **Grade:** | **Grade 2**<br>**Point 3**<br>**£25,614 per annum pro rata**<br>**£13.27 per hour** |

**Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour.**

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| **Contracted hours:** | **Relief Hours** |
| **Reporting to:** | **Cook-in-Charge/Catering Manager** |
| **Responsible for:** | **None** |

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**Your responsibilities will be:**

1. To assist the Cook in Charge in normal kitchen duties for the preparation, cooking and serving of meals to the standard as laid down by Powys Catering Services. Compliance to nutritional standards as per Appetite for Life Agenda.

2. To support and promote the Catering Service and its aims and objectives daily.

3. To comply with the Food Safety Act at all times and Powys Catering Services Policies and Procedures including the Hygiene policy and Hand Washing policy.

4. Ensure good standards of safe working practices at all times. Attend all relevant training

5. Carry out the preparation of food and beverages to include assisting with cooking and presenting dishes in line with a given menu.

6. Ensure preparation of the Dining Area for service, including the setting up and removal of tables and chairs for meals and the clearing and cleaning afterward.

7. Set up the servery in time for the service

8. Where applicable assist in the transportation of meals to other dining rooms and service points.

9. To wash up crockery, cutlery and kitchen utensils and associated light equipment as required. Assist with maintaining a clean kitchen by regular cleaning of all equipment, bin areas, storerooms and ancillary areas and daily cleaning in line with the kitchen cleaning schedule

10. To advise the cook-in-charge on stock levels / shortages, to store deliveries as instructed, to report faulty equipment and to take and record accurate temperatures of equipment / food as required.

**DBS:**
This position has a requirement for an Enhanced DBS Check.

**Health and Safety Statement:**
To co-operate with their employer and follow health and safety advice and instructions.

**Equalities Statement:**
To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

**Welsh Language Requirement:**
Welsh language skills are desirable

**NOTE;**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

# PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

## Experience

### Desirable

- Of working in a similar environment to strict deadlines
- In the use of catering equipment

## Knowledge

### Essential

- Ability to understand and comply with the Food Safety Act, Food Hygiene and Health & Safety

### Desirable

- A good understanding of healthy eating

## Qualifications and Training

### Essential

- Ability to obtain Basic Food Hygiene Certificate is essential
- Ability to achieve Manual handling training

## Skills

### Essential

- Reading and written skills are essential
- Ability to complete all paperwork accurately

### Desirable

- Driving licence desirable
- Oral and written ability in the Welsh language would be desirable

## Other Requirements

### Essential

- CRB clearance is essential
- Willing to attend training out of hours

Welsh language skills are desirable

**Recruiting manager: Cheryl Leighton**

**Our values:**

**Professional**

Whatever role we play in the council, we act with professionalism and integrity

**Positive**
We take a positive attitude in all we do

**Progressive**
We take a proactive and responsible approach to planning for the future

**Open**
We keep each other informed, share knowledge and act with honesty and integrity

**Collaborative**
We work constructively and willingly on joint initiatives

## How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

**Top tips**:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

## Next steps

We will be monitoring applications as and when they are submitted and will close the advert when we reach full capacity, therefore, please submit your application as early as possible to avoid disappointment.

Once submitted we will email you to let you know we've received your application.

We will email you either way if you have been successful at shortlisting. So, keep an eye out in your inbox!

We wish you luck with your application.