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## Your job

**Job Title: Catering Assistant**

**Service: Local Kitchen, Transport & Road Safety (LTRS)**

**Grade: 2**

**Reporting to: Area Supervisor**

Local Kitchen provides a range of services to our schools across the borough including the effective delivery of a school meals service. We cater for primary, high and special schools in the Wigan area and caters for pupils aged 4-19 years.

You will work under the direct supervision of the School Chef assisting in the provision and preparation of catering services which will include food preparation, moving furniture, food service delivery, general cleaning duties and washing up.

You will work alongside other team members to provide catering and cleaning duties in accordance with relevant policies and procedures. Dependent on the school you may be required to undertake cash handling and operate a till.

You will operate in line with the council's Team Wigan Behaviours and values, which underpin the new era 'Progress with Unity' plan (2024) - an innovative movement for change for the next decade.

## **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Complete all mandatory and essential training for the role.

On an ongoing basis you will:

- Ensure all work undertaken is completed in specified timescales.
- Promote a welcome and friendly environment for customers.
- Lead the catering provision and service of all catering requirements.
- Complete, maintain and submit all relevant documentation including Hazard Analysis and Critical Control Points (HACCP), food and equipment orders and staff time sheets.
- Comply with the relevant quality assurance standards.
- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- To promote safe working practices and work always in a way that will ensure your own personal safety and that of others.
- Undertake regular training as and when required under the direction of the School Chef.
- Attend meetings including directorate level 'Listening into Action', attend regular staff engagement sessions which focus on continuous improvement and attend 2 cleaning days per year.
- Remain adaptable and respond positively to ad-hoc work location changes which will enable Local Kitchen to deliver its daily food provision to all schools within the portfolio.

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## In this job you will need:

You must be able to demonstrate the following essential requirements:

- Understanding of the principles of good customer care.
- Knowledge of basic food hygiene principles and willingness to undertake training.
- Understanding of Health & Safety principles and willingness to undertake relevant mandatory training.
- Knowledge of basic food preparation.
- Basic numeracy and literacy skills.
- A passion to do your best and support Local Kitchen’s entire food provision delivery.
- Ability to stand for long periods of time and be able to lift heavy equipment.
- Confidence to work on your own initiative and as part of a team.
- Willingness to work on school inset training days and school open evenings when required.

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## Our Culture

For us, it’s not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”