

Catering Assistant

Salary:	£15,582.28p.a pro rata for part-time 20years of age and under £16,146.50p.a pro rata for part-time 21-22 years old £17,208.77p.a pro rata for part-time 23years +
Base:	Active Medlock
Working Hours:	15 hours
Contract:	Permanent
Closing date:	4th October 2021
Please Quote:	AT535

helping you to live your best life

Active Tameside is a registered charity. We're here to inspire the people of Tameside into living healthier, happier and more active lives.

We are looking for an enthusiastic and organised Catering Assistant to join the team at Active Medlock.

As one of our Catering Assistants you will form an integral part of the Operations Team. You will assist in delivering an efficient and effective service in relation to basic food handling and contribute towards providing the utmost in terms of customer service.

You will be responsible for ensuring that all Café areas are cleaned and maintained to a high standard. You are also required to assist with the preparation and service of food and beverages and take orders using the till.

The working hours are:
Saturday 10am - 6pm (7.5hours)
Sunday 10am - 6pm (7.5hours)
Total = 15hours

In return we can offer you the opportunity to play a major role in the provision of an excellent service. Ongoing training and development will be provided.

Active Tameside is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and it is expected that all applicants will share this commitment. DBS checks will be carried out on successful candidates subject to post requirement.

To apply for this position please fill out the form online or alternatively with an application form and return it to HR@activetameside.com or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.

Application forms can be found on www.activetameside.com or email HR@activetameside.com. For help or advice in completing the application form please contact Human Resources on 0161 366 4814.

Role Profile

Role Title: Catering Assistant

Grade: A

Date: June 2017

Responsible to: Catering Manager

Role Purpose:

To form an integral part of the catering team and to assist in delivering an efficient and effective service in relation to basic food handling. To contribute towards providing the utmost in terms of customer service and working to do all you are able to ensure customers continue to use services.

Role Accountabilities:

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. Contribute towards achieving a positive culture in delivering our dynamic and life enhancing strategy and outcomes. Build positive and effective relationships with customers, colleagues, partners and key stakeholders.
2. To carry out food preparation, simple cooking of food from the menu and serving of the meals to correct portion control to meet the standards for the catering service.
3. To comply with the Health and Safety at Work Act, ensuring all catering areas are cleaned to the highest standards and maintained in a safe and hygienic condition. To supervise and control facility users in accordance with the Codes of Safe Working Practice
4. To comply with HACCP, cash handling, stock control and taking an active part in any unit of sales promotions.
5. Be a flexible and proactive team member who inspires improvements and developments in people, performance and processes. To inspire a "best in class" approach in representing our brand internally and externally.
6. Live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be. To lead by example and to be an active role model in delivering our policies and procedures.

Role Requirements:

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

Knowledge	Experience
<p><i>Basic Food Hygiene</i></p> <p>Knowledge in commercial catering operations/practices</p> <p>Knowledge and understanding of Health and Safety procedures</p> <p><i>Knowledge of HACCP</i></p> <p><i>Relevant catering qualification (s)</i></p> <p><i>Hold a recognised Driving license</i></p>	<p>Experience in food/beverage preparation/presentation/hygiene practices</p> <p>Experience of dealing with customers</p> <p><i>Experience of cash handling</i></p> <p>Operation/use of commercial kitchen equipment/machinery</p> <p>Experience in use of cleaning machinery/techniques</p>
Skills	Values
<p>Ability to manage without direct supervision and make effective decisions in complex circumstances</p> <p>Effective communication skills and the ability to communicate information to employees and customers</p> <p>Excellent organisational and planning skills</p> <p>Ability to work under pressure</p> <p>Be willing to commute between the Trusts facilities</p> <p>Willingness to work flexibly when required</p>	<p>★ Active - we encourage people to be healthy and active</p> <p>★ Champion - we work and adapt so that we can be the best</p> <p>★ Together - we are there for people that need our help</p> <p>★ Integrity - we are genuine and honest with people</p> <p>★ Value - we respect people's opinions and differences</p> <p>★ Enthusiasm - we enjoy what we do and act positively</p>

- **Essential Criteria – in bold**
- *Desirable Criteria – in italics*