

# Northumberland County Council

## JOB DESCRIPTION

<b>Post Title: Catering Assistant Apprentice</b>		<b>Director/Service:</b> Local Services - Neighborhood Services	<b>Office Use</b>
<b>Band:</b> National Apprenticeship Pay Framework			
<b>Responsible to:</b> Line Manager		<b>Workplace:</b> Tyne Riverside, Countryside, Prudhoe	JE ref: HRMS ref:
<b>Job Purpose:</b> To contribute, either individually or as part of a team, to the provision of catering services in a range of County Council or other contracted establishments.			
<b>Resources</b>			
<b>Staff</b>	None		
<b>Finance</b>	None		
<b>Physical</b>	Shared responsibility for the careful use of equipment.		
<b>Clients</b>	None		
<b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the postholder. <b>You will undertake apprenticeship training to enable you to develop into the below responsibilities:</b>  <div><div>1. To undertake and successfully complete the End Point Assessment of the apprenticeship standard.</div><div>2. Basic preparation and service of food and beverages.</div><div>3. Simple cooking tasks such as the reconstitution of prepared food.</div><div>4. Packing meals for transport to other locations where appropriate.</div><div>5. Transporting meals between kitchen and servery or dining area as necessary.</div><div>6. Washing up, setting up and clearing away equipment and tables.</div><div>7. Cleaning the kitchen, its surrounds and equipment.</div><div>8. Assisting with stocktaking and daily standards monitoring tasks as directed.</div><div>9. Assisting with the receipt and safe storage of goods.</div><div>10. Assisting with the operation of vending services where necessary.</div><div>11. Assisting with special events as required.</div><div>12. Comply with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures at all times.</div><div>13. Attending training events as and when required.</div><div>14. Other duties appropriate to the nature, level and grade of the post.</div></div> <div>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</div>			
<b>Work Arrangements</b>			
Physical requirements:	Regular need to lift and carry items of moderate weight.		
Transport requirements:	None		
Working patterns:	37 hours per week. Normally Monday to Friday with occasional need for evening and weekend work.		
Working conditions:	A commercial kitchen.		

## PERSON SPECIFICATION

<b>Post Title: Apprentice Plasterer</b>	<b>Director/Service:</b> Local Services – Neighborhood Services	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	Assess by

<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>Grade 4 (c) GCSE Maths &amp; English (or equivalent)</li> <li>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> <li>AS/A Levels</li> <li>Basic Food Hygiene Certificate</li> <li>NVQ Level 1 or 2 – Food Preparation and Cooking or equivalent</li> </ul>	Application  Interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>No previous experience required</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> </ul>	Application  Interview
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Good organisational, problem solving and planning skills</li> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	Application Interview
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Ability to work in a commercial kitchen environment.</li> <li>Regular need to lift and carry items of moderate weight.</li> </ul>		Application  Interview
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>Motivation</li> <li>Willingness to work</li> <li>Reliable, good time keeping</li> <li>A commitment to providing a quality service to customers.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work as a team member</li> </ul>	Application  Interview
<b>Other</b>		
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> <li>Committed to Health and Safety and client confidentiality</li> <li>Committed to providing a quality administrative support</li> <li>Committed to the Values &amp; Vision of Northumberland County Council</li> </ul>		Application  Interview

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits