

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Kitchen Assistant
- Grade 2
- Directorate: People
- Service Area: Shire Services

Where your role fits at Shropshire Council

As Shropshire Council we are rightly proud of our achievements and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Shropshire Plan: Healthy People, Healthy Environment, Health Economy and Healthy Organisation.

We are committed to achieving this by aligning everything we do to our vision 'Shropshire - living the best life'; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As a member of the Catering team within Shire Services, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Shire Services provides catering, cleaning and student accommodation services within Shropshire Council. The service operates across Shropshire and neighbouring counties, including North Wales, West Midlands, Cannock and Worcester.

The Service prides itself on its commercial approach and ability to effectively compete with the private sector, using Local Authority ethos and values as a unique selling point to both existing and potential clients.

As a key member within catering team, we are looking for exceptional people to provide an outstanding service.

Overview of your role

The postholder will be responsible for carrying out basic cooking and cleaning duties in the kitchen and dining areas.



Who will your manager be and what will you be responsible for?

You will be:

- reporting to Catering Manager who is in turn responsible for your health and safety, training and development.

What will you be doing?

- Assist in the preparation and cooking of food and beverages
- Assist in the serving of meals
- Washing up and cleaning the kitchen, its surrounds and equipment
- The postholder may be required to operate tills

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.



The unit that the post is based at will be discussed at interview

Working days are term time only plus 3 cleaning days. Occasional evening work may be required

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is 28 days annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 33 days. Pro rata for part time school based staff working term time contracts. Holiday allowance is paid as part of the annual salary and cannot be taken during school term time.

You will be required to attend mandatory training as part of this role, which may take place during school holidays and outside of your normal working hours.

The appointment is subject to one month's notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,
4. Evidence of the Right to Work in the UK, under the asylum and immigration act

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.



