



SOUTH LANARKSHIRE  
Leisure & Culture

## Facilities Assistant (Catering) Job Profile

<b>Service:</b> Cultural Services	<b>Grade Scale:</b> Grade 1 Level 1
<b>Reports to:</b> Venue Supervisor	

<b>Purpose of Job</b>
To provide practical assistance in a kitchen environment ensuring a quality catering service to our customers. To maintain hygiene standards, prepare and cook food in accordance with cook safe procedures. To operate and maintain kitchen machinery, and work as a team member under supervision.

<b>Key tasks and responsibilities</b>
<ul style="list-style-type: none"><li>• To assist in the preparation of vegetables and salads, sauces, soups and pre-mixes including baking within recipe guidelines.</li></ul>
<ul style="list-style-type: none"><li>• To undertake practical tasks in relation to the storage, preparation, cooking and service of food including the cleaning of floors, walls, food production areas, equipment and utensils.</li></ul>
<ul style="list-style-type: none"><li>• To Prepare and cook food in accordance with hygiene and health standards.</li></ul>
<ul style="list-style-type: none"><li>• To transfer food items within and out with the kitchen for serving.</li></ul>
<ul style="list-style-type: none"><li>• To assist with setting up/clearing of service counter and serving of food to customers.</li></ul>
<ul style="list-style-type: none"><li>• To attend and serve food at functions as required.</li></ul>
<ul style="list-style-type: none"><li>• To operate cash points or relevant cashless system and process sales.</li></ul>

<b>Person Specification</b>		
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, Qualification and Training</b>		<ul style="list-style-type: none"><li>• Food hygiene qualification</li></ul>
<b>Skills, knowledge, experience</b>		<ul style="list-style-type: none"><li>• Experience of working in a catering facility</li><li>• Experience in working in a customer facing role</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Friendly, customer focus skills.</li><li>• Use own initiative.</li><li>• Work as part of a team</li></ul>	
<b>Other</b>		

## Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

## Behaviour Framework

The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

### Own It – what can you do

- Are motivated to deliver the best possible services.
- Aim to get things right first time and commit to continuous improvement.
- Demonstrate fairness, inclusivity, valuing diversity and equality.
- Ensure compliance with external/internal regulations and that you and others are responsible and accountable.
- Take ownership of decisions and consider the wider implications for you, the team, and the organisation.
- See a job through to completion.
- Be accountable for outcomes good or bad.

### Be a great team - what can you do

- Work together with colleagues and customers and take time to build effective working relationships.
- Celebrate team success and create a positive team spirit.
- Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves.
- Encourage working together for the benefit of customers.
- Works alongside internal and external colleagues to meet common objectives.
- Actively and respectfully listens to people in order to understand them and their views.
- Contributes appropriately to team and other meetings and discussions.
- Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.

### Do the right thing – what can you do

- Display a positive attitude.
- Are enthusiastic in your approach to tasks.
- Lead by example through sharing your knowledge and skills with others.
- Provide support to your colleagues and team.
- Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.

### Be Positive - what you can do

- Are punctual and friendly and demonstrate a positive professional attitude.
- Take pride in your own work and that of your team members.
- Understand who your customers are and why they matter.
- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.