

Catering Assistant

District/Department	Facilities Management (FM)	Rank/Grade	Band A
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Role purpose:	To offer a comprehensive catering provision for South Yorkshire Police.
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Summary of Main Duties

Provide excellent levels of customer service at all times.

Ensure the unit maintains the highest possible standards of food hygiene and complies with all relevant legislation.

Undertake the preparation and service of foodstuff as directed by line manager.

Place and receipt of orders for all foodstuffs required for normal service as and when required or in the Catering Manager's absence.

Check foodstuffs received for quality and quantity.

Ensure compliance with the Force's policies and procedures (HACCP).

Take monies from customers, using a cash register and perform correct cash-control within standard financial regulations as applicable.

Ensure cleaning functions are carried out promptly and effectively.

Complete basic paperwork.

Competencies/behaviours

*Please access Toolkits on the HR Services intranet page and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

*Alternatively you can also access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency https://profdev.college.police.uk/competency-values/	CVF Level Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills:
Essential: <i>used for short-listing</i>
Basic Food Hygiene Qualification.
Desirable:
Intermediate Food Hygiene Qualification.
Customer Care/Health and Safety Training.
Computer literate in Microsoft Packages.
Previous relevant catering experience ideally in Industrial Catering.
Ability to work at other South Yorkshire Police sites.