

## Kent County Council

### Job Description: *Catering Assistant*

---

|                        |  |
|------------------------|--|
| <b>Directorate:</b>    | <b>Growth, Environment and Transport</b> |
| <b>Unit/Section:</b>   | <b>Kent Country Parks</b>                |
| <b>Grade:</b>          | <b>KSA</b>                               |
| <b>Responsible to:</b> | <b>Catering Services Manager</b>         |

#### **Purpose of the Job:**

To assist in the daily operation of the KCC Country Park café and any other associated catering outlets on site. Providing excellent customer service to visitors and customers.

#### **Main duties and responsibilities:**

- To prepare food for sale as directed
- To serve food and drink to customers
- To operate the till correctly and report any discrepancies
- To ensure the cleanliness of all areas of the café, or associated catering space, and equipment used. Including, but not limited to, clearing tables, sweeping and wiping down
- To restock shelves and fridges as required
- To assist with stock deliveries, storing and checking
- To report any defects with the equipment
- To present a smart, pleasant and helpful manner to the general public, ensuring excellent customer service is maintained at all times.
- To participate in any relevant training for the duties of this post as required
- To comply with standard employee Health & Safety at Work responsibilities, with the Council's Equal Opportunities policy and relevant Kent Country Parks policies and procedures.
- To carry out other associated duties as may be assigned by the Catering Supervisor or other senior members of the Catering or Visitor Services teams.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Catering Assistant*

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|  | <b>CRITERIA</b>  |
|--|--|
| <b>QUALIFICATIONS</b>                      | <ul style="list-style-type: none"> <li>• Educated to GCSE level</li> <li>• Level 2 Hygiene certificate</li> </ul>  |
| <b>EXPERIENCE</b>                          | <ul style="list-style-type: none"> <li>• Previous customer service and/or catering experience.</li> <li>• Previous experience of working with cash and till transactions</li> </ul>  |
| <b>SKILLS AND ABILITIES</b>                | <ul style="list-style-type: none"> <li>• Ability to be flexible and use your own initiative</li> <li>• Reliable, punctual and trustworthy with cash and other valuables.</li> <li>• Ability to work in a team - willing to help and assist colleagues to ensure smooth running of the café and visitor centre where applicable.</li> <li>• Good communicator – able to answer basic enquiries from the public or find someone who can.</li> </ul>  |
| <b>KNOWLEDGE</b>                           | <ul style="list-style-type: none"> <li>• An understanding of Kent Country Parks and our customers.</li> <li>• Food hygiene awareness</li> <li>• Customer service</li> </ul>  |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |