

# **EDEN HOUSING ASSOCIATION**

## **JOB DESCRIPTION**



**JOB TITLE:** Scheme Catering Assistant

**POST NO:** HS/14

**DEPARTMENT:** Housing & Support

**RESPONSIBLE TO:** Housing Team Leader

**RESPONSIBLE FOR:** Nil Staff

### **OVERALL PURPOSE OF THE POST:**

1. To carry out general catering and catering cleaning duties on the Scheme.

### **SPECIFIC DUTIES:**

1. Collect meal choices from residents.
2. Heat and serve meals in accordance with guidelines.
3. Maintain required records for temperatures, stock control and Food Standard Agency good practice and guidelines.
4. Ensure kitchen areas and equipment are clean and serviceable at all times.
5. Ensure all crockery, glasses, serve-ware etc are left clean following service.
6. Liaise with Scheme Co-ordinator for ordering of stock.
7. Work closely with Catering and Cleaning colleagues to ensure a seamless Catering service.
8. Work in accordance with good practice for Food Hygiene and Health & Safety.

**GENERAL**

1. To contribute to and play an active part in the overall work of the Association.
2. To implement positively and ensure compliance with the Association's policies, procedures, codes of practice and initiatives relating to equal opportunities, personal service standards and health and safety.
3. To provide the highest quality services incorporating best standards of practice. To work to continually improve standards, promoting the Association to its tenants, clients and those seeking assistance from the Association.
4. To undertake any other duties that may reasonably be required by the Scheme Co-ordinator or Housing Team Leader.

**Note:** No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

I agree that this Job Description is an accurate reflection of my duties.

Signed: .....Date: .....

# **COMPETENCY PROFILE & PERSON SPECIFICATION**

## **Scheme Catering Assistant**

### **1.0 Influencing and Negotiating**

- Works positively with colleagues, customers and partner organisations
- Maintains a positive outlook at work

### **2.0 Interpersonal Skills**

- Adapts interpersonal style to suit different people or situations
- Actively engages with team members and other colleagues
- Listens and communicates clearly and fluently
- Demonstrates integrity and is respected by others
- Demonstrates an interest in and an understanding of others

### **3.0 Strategic Vision**

- Understands the role in the context of the bigger picture
- Looks at the longer term as well as the present
- Recommends workable solutions to problems encountered

### **4.0 Delivering Success**

- Suggests changes which improve the performance of the organisation
- Focuses on delivering clear outcomes
- Shares expertise and knowledge with others
- Takes responsibility for actions
- Takes the initiative where required

### **5.0 Organising and Executing**

- Sets high standards for quality and quantity
- Monitors performance against deadlines
- Works in a systematic, methodical and orderly way

- Demonstrates commitment to the organisation
- Complies with statutory obligations and company policy

#### **6.0 Qualifications, Skills and Knowledge**

- Experience of dealing with customers
- Appreciation of and commitment to the social housing and/or community development sectors
- Knowledge and experience of food hygiene and good practice in catering.
- Flexibility
- Entitled to work in the United Kingdom