

Job Description & Person Specification



Job Title	Mobile Caterer
Division/Location	Norfolk and Suffolk
Reporting to	Account Manager
Weekly Hours	36
Grade/Salary	£9.71

Job Description

The Role:

To provide an efficient service within designated Norse catering sites, predominately within Norse Care catering but also to include Education (Primary, High Schools and Colleges) Business & Industry ensuring the highest standard of customer service delivery

Main Responsibilities

- Provide flexible cover across Norse Catering sites covering various roles within catering as and when required. Ensuring all responsibilities are adhered too and followed for the relevant role at any given time.
- The preparation, cooking and service of meal within the business areas service level agreement(SLA)
- Manage and oversee any cash handling during break and lunch services, cashing up, reconciliation of tills, recording all income and banking monies as per agreed guidelines and procedures.
- Purchase of supplies through nominated suppliers. Ensure the effective management and rotation of food stock items.
- Kitchen organisation and management to include day to day preparation and cooking of food to agreed standards and procedures.
- Use and care of equipment to specified standards.
- To adhere to staff and kitchen hygiene regulations.
- Ensure all aspects of the current Health and Safety at Work and the Food Safety Act and all other relevant legislation is adhered to at all times.
- To comply with health and safety at work procedures.
- All company documentation to be completed in line with company policy, procedures and log book.
- Undertake training appropriate to the role as and when required
- Flexible to travel to any catering establishment within Norse catering as and when required.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	CG7061/2 or equivalent NVQ or apprenticeship qualification in catering.	Essential	AF/I
	Knowledge of Health and Safety regulations.	Essential	AF/I
	HACCP & COSHH	Essential	
Experience	Previous experience within a similar role.	Essential	AF/I
Skills/Abilities	Excellent customer service skills with the ability to communicate well with colleagues and customers.	Essential	AF/I
	Ability to work on own initiative and part of a wider team.	Essential	AF/I
	Flexible approach to the demands of the role.	Essential	AF/I
Other Requirements	Full clean driving license due to the travel requirements of the role	Essential	AF/I

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

We are committed to employment practices and behaviours, which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Approval/Review Date

Approved by Operations Director:

Date:

Approved by HR Director:

Date:

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	