

Job Description

# **Job Title:**

General Assistant - Catering

# **Responsible To:**

Catering Manager

# **Responsible For:**

None

# **Grade:**

Grade 2, Spinal Column Point 5-6, £14,361 - £14,589

# **Hours:**

21 Hours (Monday – Thursday)

# **Location:**

Lancashire Fire and Rescue – Leadership and Development Centre, West Way, Euxton, Chorley PR7 6DH.

# **Other terms and conditions:**

* National Joint Council for Local Government Services

# **Special Requirements**

* On occasion the post holder will be asked to attend evening and weekend meetings/events as required – prior notice of such events will be provided in advance.
* This role is subject to a Standard Check by the Disclosure and Barring Service[[1]](#footnote-1).

# **Our Aim**

The intended result of all our efforts is to: make Lancashire safer. This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan.](https://www.lancsfirerescue.org.uk/about/publications/community-risk-management-plan-2022-2027)

**Job Role**

# The role of the General Assistant is to provide a friendly catering service, performing a variety of catering tasks associated with food production and service within the Catering function.

The Catering function of Lancashire Fire and Rescue Service is based at Service Leadership and Development Centre in Chorley.

# **Responsibilities**

* Food Preparation, cooking and serving including:
	+ Sandwiches/salads/vegetables
	+ Hot and cold meals
	+ Beverages
	+ Re-heating meals where appropriate
* To adhere to the requirements presented within the Lancashire Fire and Rescue Service Food Safety Manual.
* Facilities- Setting up clearing and cleaning tables and facility.
* Maintenance and cleaning of equipment.
* Defrost and clean freezers as per policy / procedures and maintain records accordingly.
* Record temperatures of fridge’s and freezers as per policy / procedure.
* Clean appliances including cooker, fridge, freezer, cupboards, working surfaces and any other kitchen equipment as agreed with the catering manager and in line with policy/procedure.
* Support stock control as required.
* To assist in ensuring that the LDC Catering facilities meet statutory requirements of Health and Safety, Food Safety and Environmental legislation and procedures, including undertaking risk assessments, establishment of records, monitoring of standards, and development of a Food Safety Manual.
* To maintain the cleaning schedule.
* Maintaining high standards of personal, kitchen and food hygiene.
* To keep up to date with Food Safety Training and any other essential qualifications/training required for the function and the organisation.
* To contribute to ensuring equipment safety by reporting defects and essential replacement items, including crockery, utensils, cleaning materials etc.
* Maintain good customer relations.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. (Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.) Optional for uniformed grey and green book

# **Employee Specification**Please note all criteria are essential unless otherwise stated.

# **Qualifications**

* Basic Hygiene Certificate

# **Experience**

* Previous experience preparing hot and cold meals.
* Previous experience of working in a catering establishment

# **Knowledge, Skills, and Abilities**

* Working knowledge of safety within a kitchen environment.
* Numerical skills commensurate with handling cash payments for meals.
* Preparation of ready to eat food, i.e. salads, sandwiches.
* Excellent interpersonal skills in order to provide face to face services to customers
* The ability to apply a knowledge of safeguarding (as appropriate to the role)
* The ability to apply knowledge of health and safety as it is applicable to the job role.
* A commitment to inclusion, equality, and diversity.

# **Desirable**

* NVQ level II qualification relative to the post
* Customer care qualification

# **Special Requirements of the Post**

* On occasion the post holder will be asked to attend evening and weekend meetings/events as required – prior notice of such events will be provided in advance.

# **Terms and Conditions**

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# **Location:**

Lancashire Fire and Rescue – Leadership and Development Centre, West Way, Euxton, Chorley PR7 6DH.

# **Car Parking:**

Free Car Parking Facilities are available at our Leadership and Development Centre.

# **Pension:**Local Government Pension Scheme

# **Annual Leave Entitlement:**

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Up to spinal column point 13

0-5 years: 23 days

5-9 years: 28 days

10 years and above: 28 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

# **Other Terms and Conditions:**

* National Joint Council for Local Government Services.

# **Clearances:**

* Satisfactory references
* Standard Disclosure and Barring Service Check[[2]](#footnote-2)
* Occupational Health Assessment

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To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.

1. With effect from 6 July 2023, Fire and Rescue Authorities have been listed in Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, meaning that all LFRS roles are subject to a Standard Level Disclosure and Barring Service (DBS) Check as a minimum. Some roles within the Service will be eligible for a higher level check depending on the duties of the role [↑](#footnote-ref-1)
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