
Catering Assistant (Alpha House)

Salary and Grade

- £14,010.35- £16,111.94 pro-rata (Phoenix Futures Grade C).

Phoenix Futures has a 4-level salary scale. The starting salary for this post will be either £14,010.35 pro-rata (Level 1) for staff that require development to perform the role, or £14,619.84 pro-rata (Level 2) for staff demonstrating existing competence. The starting level will be assessed at interview. Progression to Levels 3 and 4 is based on the assessment of performance at annual appraisal.

Hours of Work

- 16 hours per week (Negotiable: 1 day Monday - Friday , Non – negotiable: Saturday and Sunday)
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Main Responsibilities

- Support the Cook in the provision of the catering function in the service. Specifically to:
 - Be aware, as directed by the Cook, of any changing dietary requirement
 - Cook meals at weekends as directed by the Cook.
 - Ensure that the Health & Safety policy of the service is adhered to; that the correct practices for Health & Safety and Food Hygiene are implemented at all times, including when staff and clients are in the kitchen; and that all working, eating and food handling areas and all food handling equipment are cleaned in accordance with cleaning schedules, infection control policy and statutory regulations.
 - Prepare and cook meals and snacks for clients, visitors and staff at specific times and with attention to portion control.
 - Ensure that kitchen equipment is correctly stored and maintained and that any faults are reported and recorded appropriately.
 - Attend and participate in appropriate team and staff meetings, when required.
 - Attend and participate in regular supervision and annual appraisal sessions with the line manager.
 - Adhere to Phoenix Futures financial procedures.
 - Support the Cook with their duties and provide cover as required.
 - Work to Phoenix Futures' policy and values in equality and diversity.
 - Undertake any other tasks in line with this post.
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Additional Information

- This post requires a willingness to work occasional flexible hours
- Work additional hours to cover the annual leave of the Cook.

Phoenix Futures defines all job roles using competencies from relevant occupational standards. The full competencies required for this role are provided in the attached Role Profile.

Role Profile Catering Assistant

Reports to Cook

Objective of Role Supporting the Cook in the provision of the Catering Function in the Service.

Phoenix Futures role profiles are based on recognised national occupational standards, which list the required competencies to perform a particular job. The competencies for this role have been taken from Drugs and Alcohol National Occupational Standard (DANOS), Hospitality and Catering and People First units and are listed together with the respective code from the standard. In addition to job specific requirements, Phoenix Futures has four common competencies that apply to all roles within the organisation, which are coded PH1-4.

Common competencies for all Phoenix Futures roles	Code
• Promote people's equality, diversity and rights	PH1/AA4
• Develop awareness of drug and alcohol misuse and the work of Phoenix Futures	PH2
• Make use of supervision	PH3/AC2
• Demonstrate flexibility and a positive attitude to change	PH4

Core competencies for this role	Code
• Develop your own knowledge and practice.	AC1
Reflect on and evaluate your own values, priorities, interests and effectiveness	AC1.1
Incorporate new knowledge into the development of your own practice	AC1.2
• Prepare and clear areas for table/tray service	FS1
Prepare and clear areas and equipment for table/tray service	FS1.1
Prepare customer dining areas for table/tray service	FS1.2
Clear dining and service areas after service	FS1.3
• Maintain safe, hygienic and secure working environment practices	GEN1
Maintain personal health and hygiene	GEN1.1
Help to maintain a hygienic, secure and safe workplace	GEN1.2
• Maintain customer care	GEN3
Deal with customers	GEN3.1
Deal with customers problems	GEN3.2

Other

• Maintain effective working relationships	301
Work effectively with other people	301.1
Contribute to improving the work of your team	301.2
Jointly plan and carry out work with other people	301.3
Store supplies safely and securely	312.2
Distribute supplies to users	312.3
• Prepare food and drink for clients	NC13
Enable clients to choose food and drink	NC13.1
Prepare and serve food and drink to clients	NC13.2
• Prepare, cook and assemble food for service	SS28

Prepare food and kitchen areas for service	SS28.1
Cook and assemble food products for service	SS28.2

Desirable Qualifications and Experience	Food Hygiene Certificate - Basic Certificate minimum, or a willingness to undertake this training.
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Additional Information	Willingness to work occasional flexible hours.
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Benefits for Phoenix Futures Staff

- **Annual Leave**

You are entitled to 25 days holiday per year, with an additional 8 days in lieu of public holidays. Your holiday entitlement rises incrementally to 30 days per year pro rata.



- **Pension Scheme**

Phoenix Futures provides a contributory final-salary based pension scheme with the Pension Trust which you can choose to join.



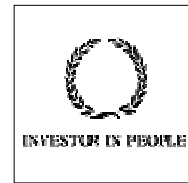
- **Life Assurance**

We provide Life Assurance for you while you are on work duties. The level of cover is 3 times your annual salary.



- **Personal Training and Development**

As an accredited 'Investor in People', we provide free training and development for all our staff. Every four months you will receive a personal training planner showing the learning opportunities on offer. Some of our in-house programmes are accredited and lead to recognised qualifications.



There is also funding for relevant external training programmes.

Between 2005 and 2008 we have committed to fund Information Technology training for all staff to gain the European Computer Driving License (ECDL) providing competence in word processing, email, database and presentation software.



- **Flexible Working**

Phoenix Futures has flexible-working policies for staff that have the responsibility for 'dependents'. Whilst flexible-working arrangements are not guaranteed, every effort will be made to accommodate needs.



- **Interest Free Travel Loans**

We offer an interest free season ticket loan to assist you with the costs of travelling to work. This is deducted monthly from your salary.

