

# Job Description



<b>Job Title:</b> Centre Assistant	<b>Service Area:</b> CYPS	
<b>Directorate:</b> Children's	<b>Post Number:</b> Fusion 38578	<b>Evaluation Number:</b> 6628
<b>Grade:</b> GLPC Scale 1	<b>Date last updated:</b> November 2022	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

- To support the domestic and catering teams
- To work within guidelines regarding health, safety and hygiene legislation with the aim of achieving high standards of customer care and good quality

## **Job Summary**

The post holder reports to the Head Cook

1. The post holder does not have line management responsibility
2. The post holder does not have budget responsibility
3. The post holder will be required to work some weekends in order to meet service requirements
4. The post holder will be required to wear a uniform and to ensure that all staff adhere to this dress code

**Key Tasks and Accountabilities:**

- To assist the Cook/Head Cook with evening service and preparation for the following day
- Portion control
- Ensure all food hygiene regulations are adhered to
- Ensure Health & Safety procedures are followed
- Laundry
- To assist with washing-up
- To sweep and wash the floors in the catering area
- To empty and clean bins
- To ensure that the lounge and dining room are vacuumed and/or mopped prior to the group arriving for dinner
- To check toilets
- To sweep and mop the boot room floor

**Any other duties designated by the Business Manager/Head Cook, within the grading of the post and the competence of the post holder**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

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## PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
<b>KNOWLEDGE:</b>  A clear understanding of health and safety  A demonstrable understanding of cleaning products	Application Form/Interview/Test  Application Form/Interview/Test
<b>EDUCATION/QUALIFICATIONS</b>  COSHH – desirable but not essential  Allergen Awareness – desirable but not essential  Food Safety – desirable but not essential	Application and Interview  Application and Interview  Application and Interview

<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to work alone and in a team</p> <p>Ability to manage time effectively</p> <p><b>EXPERIENCE:</b></p> <p>Experience is desired but not essential</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>You take pride in your work</p> <p>You are punctual, reliable and trustworthy</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery</p> <p>Some of the duties undertaken by this post may require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test</p> <p>This post is subject to an enhanced DBS check</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>