





## ANNEXE 1

# ECO-CATERING "KITCHEN ASSISTANT" JOB PROFILE

The project rested on the standard methodology to develop the job profile for eco-catering kitchen assistant (identifying further complementary skills to those of the classic kitchen assistant). It is made of two key activities, in which are listed several competencies, presented in skills, knowledge and levels of responsibility and autonomy.

**Key activity n°1: Formulate the general knowledge relating to sustainable catering**

Skills	Aptitudes	
	Know-how	Behavioural know-how
<b>1. Understanding the general concepts and overarching knowledge relating to sustainable catering</b>	Identifying responsible and ethical consumption	<ul style="list-style-type: none"> <li>● Get to know what's on labels before using the products</li> <li>● Developing automatisms</li> <li>● Respecting specific requirements in diets linked to allergies and illnesses</li> </ul>
	Understanding labels and identifying the various components	
	Being able to link diet—health—nutrition	
	Working with as little salt, sugars and sweeteners as possible	
	Being able to make a dish that is vegetarian vegan, local, gluten-free...	
	Have an overall understanding of sustainable catering and its implications	
<b>2. Incorporating the sustainability aspect</b>	Identify the produce according its mode of production (local, organic, sustainable, conventional)	<p>Be aware of the impact of human consumption on preserving biodiversity, reducing pollution and CO2 emissions etc.</p>
	Make systematic use of seasonal, ethical produce (produce sustainably)	
	Use of resources: produce and producers	
<b>3. Communicating and transmitting one's knowledge about sustainable catering</b>	Explain to customers the organisation's journey to «sustainability»	<ul style="list-style-type: none"> <li>● Show intellectual curiosity regarding the organisation's drive towards sustainability</li> <li>● Pay attention to the origins and characteristics of products (see above)</li> </ul>
	Present the produce on offer to customers by identifying the producers and their products	

Knowledge	Level of responsibility and autonomy
<ul style="list-style-type: none"> <li>● Knowing current certifications and labels</li> <li>● How the label works</li> <li>● Terms and vocabulary frequently used on labels</li> <li>● Most common types of sugar and sweeteners</li> <li>● The food pyramid</li> <li>● The concept of allergens and intolerance</li> <li>● The most common food allergens</li> <li>● Basic information on coeliac disease, cardiovascular diseases, diabetes...</li> <li>● Main categories of ingredients containing gluten and those that are gluten-free</li> <li>● Knowing alternatives to a «classical» diet (concepts of vegetarianism, sustainable and local catering, etc.)</li> <li>● Knowing the main currents linked to sustainable cooking (slow food, etc.)</li> </ul>	<p>Autonomy: 2 (chef's proximity to the kitchen assistant: the chef can be consulted if required)</p> <p>Complexity and context of the work: 1 (simple situations that are similar each time)</p> <p>Responsibility: 1 (carry out the activity under the supervision of a line supervisor)</p>
<ul style="list-style-type: none"> <li>● Knowing the local and natural heritage (terroir).</li> <li>● Knowing local and traditional recipes that are specific to the region</li> <li>● Environmental and carbon footprints of different categories of foodstuffs</li> <li>● Agricultural production methods: conventional, sustainable, protected area, organic etc.</li> <li>● Methods of production: rearing, fishing and fish farms</li> <li>● Sanitary and environmental characteristics of foodstuffs depending on their method of production</li> <li>● Seasonality of produce</li> <li>● Concept and value of biodiversity</li> <li>● Concept and principles of the traceability of food</li> </ul>	<p>Autonomy: 2 (chef's proximity to the kitchen assistant: the chef can be consulted if required)</p> <p>Complexity and context of the work: 1 (simple situations that are similar each time)</p> <p>Responsibility: 1 (carry out the activity under the supervision of a line supervisor)</p>
<ul style="list-style-type: none"> <li>● Knowing the producers</li> <li>● Knowing the principles of sustainable catering (see above)</li> <li>● Knowing the produce (producer, origin...) that make up the dish presented to the customer</li> </ul>	<p>Autonomy: 2 (chef's proximity to the kitchen assistant: the chef can be consulted if required)</p> <p>Complexity and context of the work: 1 (simple situations that are similar each time)</p> <p>Responsibility: 1 (carry out the activity under the supervision of a line supervisor)</p>

**Key activity n°2: Respect the environment, manage resources and waste**

Skills	Aptitudes	
	Know-how	Behavioural know-how
<b>1. Managing the resources (water, gas and electricity) in a responsible, reasonable and sparing manner</b>	Using equipment correctly and optimising their use, in particular lighting, electrical and/or gas appliances	<ul style="list-style-type: none"> <li>● Follow the organisation's procedures, notices and technical instructions</li> <li>● Adopt the necessary habits to economise energy</li> <li>● Develop automatisms</li> </ul>
	Only use the amount of water required	
	Store food in a rational manner (taking account, if relevant, of the temperatures in different areas of the refrigerator...)	
	Making sure everything is turned/switched off at the end of the shift	
<b>2. Working on economies/ minimising waste</b>	Minimising the loss of foodstuffs	<ul style="list-style-type: none"> <li>● Pay attention to expiry dates</li> <li>● Systematise the recovery of leftovers</li> <li>● Check for products that have been opened before resorting to stock</li> <li>● Develop automatisms</li> </ul>
	Cost the loss of foodstuffs	
	Clean and/or peel, cut and slice food (fruits, vegetables, meat...) properly (no more than necessary)	
	Use as few single-use items as possible (rubbish bags, kitchen roll, wipes, disposable cutlery and plates, etc.), rather, wherever possible, use multi-use equivalents (washable dishes)	
	Choose products made from renewable materials and, wherever possible, that are biodegradable and compostable, according to the EN 13432 standard (if use of disposable objects cannot be avoided)	
	Use food preparation and preserving techniques that minimise waste (vacuum packing of ingredients and semi-prepared matters)	
<b>3. Managing waste in a suitable manner</b>	Sort selectively according to the applicable rules	<ul style="list-style-type: none"> <li>● Develop automatisms</li> <li>● Pay attention to detail</li> </ul>
	Make the selection of types of waste automatic	
	When possible, reuse organic waste in bio-methanisation processes, or private composting processes	
	Apply the HACCP standards	
	Use waste storage areas	
	Monitor the waste collection schedule	
<b>4. Respecting the «eco» rules and recommendations for cleaning and hygiene</b>	Use products that have a low environmental impact, except in areas where regulations forbid this	
	Use concentrated products and dispensers	
	Use the recommended quantities of cleaning products	
	Avoid contaminations	
	Store organic, gluten-free, etc. foodstuffs in separate areas of the storage space	

Knowledge	Level of responsibility and autonomy
<p>The principles and techniques relating to energy expenditure and savings Technical factsheets of various items of equipment</p>	<p>Autonomy: 2 (chef's proximity to the kitchen assistant: the chef can be consulted if required)</p> <p>Complexity and context of the work: 1 (simple situations that are similar each time)</p> <p>Responsibility: 1 (carry out the activity under the supervision of a line supervisor)</p>
<ul style="list-style-type: none"> <li>● Food recovery techniques</li> <li>● The economic value of produce</li> <li>● Cutting and cleaning techniques</li> <li>● National legislation/European directives on the fight against food waste</li> <li>● Preservation characteristics of foodstuffs and preparations</li> </ul>	<p>Autonomy: 2 (chef's proximity to the kitchen assistant: the chef can be consulted if required)</p> <p>Complexity and context of the work: 1 (simple situations that are similar each time)</p> <p>Responsibility: 1 (carry out the activity under the supervision of a line supervisor)</p>
<p>The principles of selective sorting and the categories of waste (green waste, plastic bottles, glass, oil, paper, compostable waste...)</p> <ul style="list-style-type: none"> <li>● Basic HACCP standards</li> <li>● Official regulations (national, European)</li> </ul>	<p>Autonomy: 2 (chef's proximity to the kitchen assistant: the chef can be consulted if required)</p> <p>Complexity and context of the work: 1 (simple situations that are similar each time)</p> <p>Responsibility: 1 (carry out the activity under the supervision of a line supervisor)</p>
<ul style="list-style-type: none"> <li>● Chemicals and ecological detergents</li> <li>● Quantities required for effective and rational use of chemicals for cleaning</li> <li>● Regulation regarding the storage of foodstuffs according to requirements: allergies, coeliac disease, organic certification...</li> <li>● Sound general knowledge of hygiene practices</li> </ul>	<p>Autonomy: 2 (chef's proximity to the kitchen assistant: the chef can be consulted if required)</p> <p>Complexity and context of the work: 1 (simple situations that are similar each time)</p> <p>Responsibility: 1 (carry out the activity under the supervision of a line supervisor)</p>

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