

Catering Assistant

Job Description

POST TITLE: Catering Assistant – Part Time

Responsible to: Catering Manager

JOB PURPOSE: To provide and maintain quality food and beverage service to customers & assist in all general duties including food preparation and cleaning.

KEY RESPONSIBILITIES

- Take responsibility for service of food and beverages at all times.
- Replenish, clean and maintain high standards of food and beverage service to customers at all times.
- To ensure the unit is fully operational during listed service hours.
- Be Flexible in assisting in the unit and other areas in response to business and customers' needs.
- To ensure all sales and display areas look attractive & clean and all products are available according to unit standards.
- Take ownership for all tasks and duties delegated to you, ensuring they are completed to the agreed standard.
- To demonstrate professional best working practices, positive attitude to your work, customers and colleagues.
- To ensure all employees work together as a team.
- To have a clear understanding of the equal opportunity policy
- To ensure all employees attend unit training and staff meetings.
- To communicate effectively with all team members and participate in all unit activities.
- Maintain a high standard of personal grooming throughout your entire shift and adhere to company rules and legislation regarding jewellery and personal appearance.
- Effective stock rotation, ensuring food quality checks are monitored.
- Correct storage foods, chemicals and disposables.
- All cleaning carried out in accordance with the unit – cleaning schedule signed and dated.
- Comply with all food safety management principles and procedures.
- Adheres to all the policy and procedures.
- Ensure full/correct PPE is worn/used as required.
- Demonstrate diligence whilst on shift and report any security/Health and Safety concerns

to your manager immediately.

- To ensure efficiency and minimising wastage of food, disposables and energy
- Comply with the hygiene health and safety regulations and company and legal legislation.
- It may be necessary to carry out other additional tasks as and when necessary, at the same grade.

Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none">• Basic Food Hygiene Certificate	<ul style="list-style-type: none">• Experience of working within a catering environment• Experience of working within a school environment• Experience of using a till• Experience of working with young people	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none">• Knowledge of current food and hygiene legislation.• General catering & Customer Skills• Ability to work under pressure• Effective interpersonal and verbal communication skills• Ability to work without close supervision• Ability to work as part of a team or on one's own initiative• Good organisational skills• Ability to priorities workloads and meet deadlines		