



Catering Assistant - Job Description

Job Title:	Catering Assistant
Reporting to:	Catering Supervisor /Chef /Director of Catering
Overall Objectives:	To provide a friendly catering service, performing a variety of manual tasks associated with food production and service in the location.

Specific Responsibilities:

- To keep the kitchen, restaurant and catering Pod areas in a clean and tidy state at all times.
- To assist in the preparation of all food and snacks.
- To provide a friendly, efficient and hygienic service to all customers.
- To use cashless and cash till system
- To reorder food and non-food commodities

Customer Service:

- To ensure that customers are given a prompt and efficient service and expectations are consistently exceeded.
- To be customer focused at all times, by being visible during service periods, approachable and quick to exceed expectations in fulfilling customer needs.
- To project a willing and helpful attitude to customers; to seek the appropriate knowledge of food items sold through out catering areas and to keep areas and service counters clean and fully stocked.

People

- To treat your team members at your location as you would expect to be treated.
- To co-operate with all team members and undertake duties in the kitchen / service areas as requested to ensure an efficient and effective service is delivered at all times.

Health & Safety, Food Safety, the Environment

- To attend food safety, health and safety and environmental training courses as required.
- To rigorously follow the unit cleaning schedules.
- To Follow COSHH and use correct PPE & HACCP for catering dept.
- To wear the correct uniform at all times



Additional Responsibilities

- To attend all meetings as required, and to show commitment to the school's values in all aspects of your role.
- To act as a positive ambassador for the business.
- To attend to any reasonable request made by the Management.
- To ensure compliance with the schools policy on safer recruitment and safeguarding children and young adults at all times whilst at work.

Other Duties

- Any other related duties as may be requested from time to time by the Management, to maintain an efficient and professional kitchen.
- To attend training sessions when requested to assist personal development.
- To organize the collection and cleaning of laundry so that all staff have correct linen/uniforms.
- To assist with simple food preparation if requested.
- To be flexible in approach to work patterns and systems in order to achieve higher degrees of effectiveness, standards and professionalism.
- To undertake any other reasonable requests of management.

To be ready change in uniform to commence shift start and to change only when shift has

Food Service Assistant - Person Specification

Criteria	Essential	Desirable
Attainments	<ul style="list-style-type: none"> Steady employment record to date Customer service experience 	<ul style="list-style-type: none"> Food hygiene certificate Ability to display passion for food and service
General Intelligence	<ul style="list-style-type: none"> Ability to communicate in basic written and spoken English Good organisational skills Numerate, counting cash may be required 	<ul style="list-style-type: none"> Ability to work on own initiative Ability to plan ahead
Special Aptitudes	<ul style="list-style-type: none"> Manual dexterity for quick, skilful handwork Ability to remember prices, simple mental arithmetic 	<ul style="list-style-type: none"> Cashless / Cash till experience
Disposition	<ul style="list-style-type: none"> Smart , clean appearance Friendly, pleasant personality Reliable Respectful and able to gain respect Must be suitable to work with and around children 	<ul style="list-style-type: none"> Keen to continue self development within current role and ambition for further promotion or growth