



Job Description

Catering Assistant

Date: November 2024

Grade: H2

Reporting to: Catering Manager/Assistant Catering Manager

Purpose of the Role:

To undertake some/all of a variety of Canteen duties, including the preparation, cooking and service of food and beverages as directed by the cook / chef, and kitchen/canteen cleaning and portering.

Responsibilities will include some/all of:

- Prepare, cook and serve food and beverages, as directed
- Operate kitchen equipment, following training
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Prepare and clear kitchen and dining areas
- Undertake cleaning and washing up as directed in the kitchen and dining areas
- Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables
- Undertake cashier duties and be responsible for operating a register and payment through the cashless fingerprint system during service
- Assist in moving and setting up dining furniture
- Maintain stock rotation
- Assist with delivering catering for functions.

Competencies:

- Communication (written and verbal)
- Listening
- Team working
- Planning and organising
- Customer Service
- Flexibility
- Physical fitness for lifting and moving canteen equipment, stores, food trays etc
- Previous experience is desirable and an advantage, but is not essential

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.