

## Job Description

**Post Title:** Catering Assistant

**Evaluation:**

**Grade:**

**Responsible to:** Development Chef, Chef, Assistant Chef

**Responsible for:** N/A

**Job Purpose:** To assist with the efficient and effective delivery of a quality, efficient catering service through the preparation and service of meals in accordance with agreed standards and procedures.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
- 2 Undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- 3 Ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage customers to make an informed choice or vary their menu choices.
- 4 To assist with the general maintenance and presentation of the service area, clean the dining room and set up dining room furniture and clear away equipment and materials if necessary
- 5 To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
- 6 The participation in and assistance with functions where catering is required.
- 7 Contribute to the high standards of cleanliness and hygiene in the kitchen, including adherence to the Food Hygiene Regulations.
- 8 Complete records such as daily event logs, recording food temperatures and taking food deliveries; in accordance with the Council's policies and procedures.
- 9 Work flexibly across the catering portfolio as required.
- 10 To promote and follow the Council's Equality Policy in all aspects of employment and service delivery

- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 12 For staff working in schools - staff are required to work term time and holidays are to be taken during school holidays.