

JOB DESCRIPTION – CATERING ASSISTANT

Job details

Salary: KR3

Reporting to: Chef / Catering Manager

MAIN PURPOSE

To support the catering team by preparing food, setting up and clearing away after services, maintaining cleanliness, and assisting with serving students and staff. They ensure smooth operations and high standards of service in catering environments.

DUTIES AND RESPONSIBILITIES

1. To assist in the preparation of food and snacks
2. To keep the kitchen and restaurant areas in a clean and tidy state at all times
3. To provide a friendly, efficient and hygienic service to all customers
4. To ensure that customers are given a prompt and efficient service, and expectations are consistently exceeded
5. To be customer focused at all times, by being visible during service periods, approachable and quick to exceed expectations in fulfilling customer needs
6. To project a willing and helpful attitude to customers; to seek the appropriate knowledge of food items sold throughout catering areas and to keep areas and service counters clean and fully stocked
7. To treat your team members as you would expect to be treated
8. 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
9. To attend food safety, health and safety and environmental training courses as required.
10. To rigorously follow cleaning schedules
11. To attend departmental CPD and/or meetings as required
12. To show commitment to company values in all aspects of your role
13. To act as a positive ambassador for the business
14. To attend to any reasonable request made by the School

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to 4 GCSE's or above (E) • Food Hygiene (D) • NVQ Level 2 in Food Processing and Cooking (D) • Level 2 in Food Safety in Catering Certificate (D)
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Evidence of a commitment to own professional development (D)
KNOWLEDGE	<ul style="list-style-type: none"> • Experience of working in a variety of catering environments (E) • Understanding of the school environment e.g. Safeguarding Children (D)
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> • Able to deliver high standards of meal production and service (D) • Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines (D)
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Energized by new and exciting challenges (D) • Able to demonstrate high standards of customer service (D) • Self-motivated and able to work to fixed deadlines (D) • Able to demonstrate good relationships with others (D)