

JOB DESCRIPTION

Catering Assistant

Responsible To:	Manager or Head of Department
Purpose of Job:	Performs a variety of manual tasks associated with food production and service in the catering unit. Complies with all legal requirements within the catering unit.
Liaises With:	Directors

1. DUTIES AND FOOD PRODUCTION RESPONSIBILITIES:

To assist as directed with all aspects of basic food preparation.
Cleaning and clearing of food production areas.

2. FOOD SERVICE

Prepares counters and dining areas for service.
Preparation and setting out of condiments.
Service of hot and cold food and beverages.
Ensures sufficient food supplies throughout the service period.
Clearing and cleaning counters of debris during service.
Clearing and cleaning of counters and service equipment after service.
Clearing and cleaning of tables.

3. CLEANING/WASHING UP

Clearing down after service.
Washing up of crockery, cutlery, glassware, utensils, etc., as required, either via automatic dishwasher or hand sinks.
To maintain a high standard of hygiene and safety within the workplace.
To undertake all aspects in the cleaning of equipment- in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed.

4. CUSTOMER SERVICE

Greets all customers helpfully and courteously.
Gives customers information about products.

To report any customer complaints or compliments to the manager. May be required to:-

- Accept payment and give change, including operating a cash register.
- Keep limited records (e.g., counter checks and stock sheets.
- Clean and fill vending machines.
- Assist with the preparation and service at special functions.

If in the course of carrying out the duties of Catering Assistant you become aware of any actual or potential risk to the operational effectiveness of the company, he/she must report any concerns to the Manager or Head of Department immediately. During the course of my duties I understand I may come into contact with pupils and I hereby agree to adhere to any and all Safeguarding policies and procedures of the site in which I work.

Print Name:

Sign:

Date: