

Job Title: Catering Assistant

Department: Catering Services

Responsible to: Catering Manager & Deputy Manager

Answerable to: Chef on Duty

Job Purpose: To assist with food preparation, service, and the cleanliness of the unit. To stock up before opening and restock where required. To use the till for both cash and electronic transactions. The role requires a strong focus on working to high standards of food quality, ensuring tasks are completed with speed and efficiency to provide an excellent service for students and staff.

Key Responsibilities:

I. Food Production and Service

- Assisting with food preparation, production, and serving hot and cold food at the counter during meal services.
- Working under the direction of the chef on duty to ensure food is prepared according to agreed hygiene procedures.
- Ensuring the food served is of good quality and that you have an understanding of the menu to answer student and staff queries.
- Being friendly and professional in all dealings with students and staff.

II. Kitchen and Unit Operations

- Assisting with general kitchen duties, including the wash-up section.
- Clearing and cleaning in the kitchen, servery, and dining areas as required to maintain high standards.
- Disposing of rubbish and ensuring all daily duties are completed efficiently.
- Ensure any mis en place for the following day is completed in a timely manner, labelled and stored correctly.

III. Standards, Health & Safety

- Working with skill, care, and speed to perform all duties.
- Ensuring the highest standards of cleanliness and care in food preparation and throughout the unit.
- Following all agreed hygiene procedures, including temperature records, food service records, and HACCP regulations.
- Carrying out health and safety duties, reporting hazards and accidents promptly.
- Being flexible with a "can-do" attitude.

IV. Safeguarding & Equality

- Prioritising the safeguarding of all students and participating in relevant training.
- Contributing to the elimination of unlawful discrimination, harassment, and victimisation; advancing equality of opportunity; and fostering good relations between all people.

Person Specification:

- **Essential:**

- Reliable and punctual.
- Committed to maintaining the highest standards of cleanliness and care in food preparation.
- Physically fit to undertake the work.
- Willing to work flexibly.
- An empathy with the 16-19 age range.
- Committed to the safeguarding of children and vulnerable adults.
- Committed to the principles of equality and diversity.

- **Desirable:**

- Previous experience working in a kitchen or similar environment.
- Previous experience with the age group