

Job Title: Catering Assistant (Weekends)

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, specifically for boarding students at the weekend. 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.
- Assisting with the breakfast boarding service and table setting.
- 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

July 2025