

JOB DESCRIPTION

Catering Assistant

Responsible to: Catering Supervisor / Catering Manager

JOB PURPOSE

To ensure high standards of customer service and operation in the Management Centre Catering Department.

MAIN DUTIES

A: Key Responsibilities

- Deliver excellent customer service at all times.
- To be responsible for the cleaning and care of all equipment in the area of work.
- To assist with keeping the bar and front of house work area clean and tidy at all times.
- To be fully conversant with the cash handling systems in operation. To take cash and to complete end of day banking details as required.
- To assist the Chef Supervisor or Sous Chef with stock audits when necessary.
- To assist with any food preparation, within the outlet, as instructed by Catering Supervisors, Chef or Catering Manager if necessary.
- To present and serve beverages and maintain bar systems in accordance with our standards
- Make customers aware of our range of food and drinks.
- Speak to customers to ensure that they are satisfied with their meals.
- Keep up to date with current promotions and new products.
- Ensure compliance with legal requirements under the Health and Safety Act 1974 and Food Hygiene Regulations.
- Check food and beverage deliveries when necessary and ensure stock is properly rotated.
- To attend relevant training courses, to enhance working skills and knowledge.
- To ensure the highest quality Customer Care to all customers.
- To wear correct clean and laundered Uniform.

Any other duties that might reasonably be expected from the post holder.

B: Personal Hygiene and Appearance

- Observe good personal hygiene at all times as detailed within the Catering Handbook, and be of well-groomed appearance at all times.
- Familiarise yourself with the Catering Handbook and follow all best practice and standards within.
- Wear minimal make-up, non-slip clean black shoes and clean uniform as provided. Jewellery should also be minimal, with only stud earrings and an engagement or wedding ring acceptable. Nail varnish and perfume are not permitted.
- Use the lockers and pegs provided for outer clothing and personal items.
- Long hair should always be tied back.
- Report any symptoms of illness to the Chef Supervisor or Catering Manager immediately in order to safeguard the health of others.
- Ensure any cuts / broken skin are covered with blue waterproof dressings.
- Ensure frequent and thorough hand washing.
- Remove your uniform apron in the kitchen before using the toilet.
- Smoking is prohibited during the hours of service as detailed in the Catering Handbook.

C: Food Preparation and Kitchen Operations

- Undertake all tasks as trained and directed so that high standards of food hygiene and health and safety are met.
- Produce and prepare food to comply with the menu in accordance with the Chef Supervisor's recipes and instructions and food safety standards.
- Check food deliveries as required.
- Ensure all stock is stored appropriately and used in rotation.
- Assist with stock taking as required and prepare 'shopping lists' as necessary.
- General kitchen cleaning as prescribed by the Chef Supervisor.
- Washing up, manually and by machine as required.

D: Food Hygiene and Health & Safety

- All staff are required to observe and comply with all relevant regulations and legislation set out on in the Handbook in line with statutory obligations.
- Ensure that all rubbish bins are emptied and all kitchen rubbish is disposed of or recycled correctly in the appropriate bins.
- Report all accidents to the Chef Supervisor or in his absence a Catering or Duty Manager.

- Report any unsafe practices or broken machinery / equipment to the Chef Supervisor or alternatively a Manager as above so that remedial action can be taken immediately.
- Follow COSSH procedures.
- Participate in all training as required.

E: Additional Information:

This is a part-time post. Attendance will be required in line with the business requirements including at weekends and in the evenings.

F: Salary

Available on request