Job Description and Employee Specification Catering Assistant

Enterprise and Communities

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Service:	Enterprise and Communities
Division:	
Job Title:	Catering Assistant
Responsible to:	Catering Manager
Grade	NLC 3
Conditions of Service	SJC
Date of last review:	

Job Outline

Responsible to the Catering Manager, your main duties will be:-

Main Duties and Responsibilities

Generic Duties:

1. Basic preparation of food and beverages.
2. Simple cooking.
3. Serving customers in a courteous manner, maximising sales.
4. Serving meals and drinks.
5. Stocking of display counter and maintaining presentation of display.
6. Accepting deliveries, storing and ensuring correct rotation.
7. General kitchen and dining room duties including clearing away tables.
8. Cleaning of kitchen, servery and eating areas.
9. Cleaning of utensils and equipment.
10. Till operation and Cash Handling
11. Simple paperwork as required.
12. Any other duties deemed necessary by manager.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING • Elementary Food Hygiene training		X	Verification/Application Form/Interview
WORK EXPERIENCE • Working with customers on a daily basis • Minimal till and cash handling experience • Catering experience • Experience with vending machines • Experience of working with children	X X	X X X	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY • Good communication skills • Good numerical skills • Good literacy skills • Up-to-date with current products and customer demands • Knowledge of basic paperwork • Ordering and controlling stock • HACCP, COSHH knowledge	X X X X	X X X	Application Form/Interview

PERSONAL QUALITIES/ATTRIBUTES • Up-to-date with current products and customer demands • Good team worker • Enthusiastic • Reliable • Able to work quickly and effectively	X X X X X		Interview
OTHER •			