

Job Description

Post Title: Catering Assistant (Schools/Welfare Catering) AA4114

Evaluation: 312 points **Grade:** N2

Responsible to: Chef

Responsible for: N/A

Job Purpose: To assist with the efficient and effective delivery of a quality, efficient catering service through the preparation and service of meals in accordance with agreed standards and procedures.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
- 2 Undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- 3 Ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage customers to make an informed choice or vary their menu choices.
- 4 To assist with the general maintenance and presentation of the service area, clean the dining room and set up dining room furniture and clear away equipment and materials if necessary
- 5 To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
- 6 The participation in and assistance with functions where catering is required.
- 7 Contribute to the maintenance of high standards of cleanliness and hygiene in the kitchen, strict adherence to the provisions of Health and Safety Legislation and Food Hygiene Regulations and maintaining records such as daily event logs, recording food temperatures and receipting of food deliveries; in accordance with the Council's policies and procedures.
- 8 Work flexibly across the catering portfolio as required.
- 9 To promote and follow the Council's Equality Policy in all aspects of employment and service delivery