

Catering Assistant (Schools/Welfare Catering)

Job Description

Reports to: **Chef**

Direct reports: **N/A**

Evaluation: **312 points**

Grade: **N2**

Reference: **AA4114**

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

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
10. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.