

Job Description

Post: Catering Assistant
Responsible to: Catering Unit Manager
Grade: 1 (scp 3-4)
Contract: Part-time – variable hours



KEY RESPONSIBILITIES:

- To assist the Catering Unit Manager with simple tasks associated with food production and service.
- To perform cleaning duties to maintain a high standard of food hygiene and food safety.
- To be courteous and helpful to customers and Clients.

KEY TASKS:

- To assist in the preparation and cooking of food and beverages as defined.
- To prepare the dining area for service which may include moving and/or setting up of furniture, setting up trolley, and cleaning and dismantling of these as required after service.
- To prepare service areas, counters, hot cupboards, and other equipment for the efficient and effective service of meals.
- To serve food according to the type of operation as defined by the SLP Head of Catering Services, paying particular attention to portion control and presentation of food.
- To wash crockery, cutlery, cooking equipment, serving equipment, utensils and other catering equipment and surfaces to specified standards.
- To clean on a daily basis all catering areas to the required standard including routine cleaning tasks and furniture movement in accordance with Unit cleaning rotas and/or when specifically requested to do so.
- To remove food debris from dining areas and spot mop floor surfaces.
- To perform a periodic clean of dining furniture.
- To inform the Unit Manager of any defects in the kitchen or catering equipment as soon as possible.
- To support the Unit Manager in achieving business and Unit objectives and in ensuring that Contract targets and quality system requirements are met.
- To undergo appropriate on and off the job training and to put this training into practice within the Unit.
- To maintain SLP's standards of personal and kitchen hygiene, Food Safety and Health & Safety and to operate to the standards required by statutory regulations.
- To ensure that all timesheets are completed accurately on a daily basis.
- To make every customer experience an enjoyable one, reporting any complaints or compliments to Head of Catering Services.
- To report immediately any incidents of accident, injury, burglary, theft, damage, and loss of property.
- To comply with reasonable requests made by the Unit Manager or the Company, including the covering of staff at any other Unit within the Contract.
- To undertake any other duties, commensurate with the grading of the post that may be required for the effective running of the Unit.

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its children. Each child's welfare is of paramount importance to us, and you are expected to share this commitment. All staff are required to fully comply with the Trust's policies and procedures and attend appropriate training.

Name **Signature:** **Date:**