

Job Description and Personal Specification

Catering Assistant

Contract type: casual

Location: Lift Kitchen

Hours: flexible, may include evenings and weekends

Practical requirements: may support community events

Reports to: Head Chef

Job description

What is the overall purpose of the role?

Working as part of our catering team you will ensure that high quality and great tasting food and drink are prepared and served café and catering customers from a clean, safe, and welcoming environment.

Key activities and responsibilities

- Assisting with the preparation of food items ie washing, peeling and chopping.
 - Making sandwiches and wraps and other simple dishes.
 - Making coffee and tea and delivering these to bookers.
 - Ensure the stores are well stocked, consumables are in use-by date and notifying the Head Chef of any shortage or replacements required.
 - Clean the kitchen areas, ensuring everything is safe and hygienic at all times.
 - Checking all kitchen equipment and furnishings are in good order and reporting any faults.
 - Setting up the catering spreads with due attention to detail. Clearing down as required.
 - Washing and drying dishes.
 - Going to the local shops and running errands.
 - Unloading deliveries.
 - Responding promptly and professionally to any customer comments or complaints.
 - Being familiar and up-to-date with all policy and procedures.
 - Upholding the highest standards of health and safety, cleanliness and professionalism and use your own initiative to respond quickly to issues or challenges that may arise when you are on duty.
 - Act as a role model for young people using the building, inspiring them to engage in the services and understand and appreciate the practicalities of running a catering operation.
 - Any other duties as would be expected of a catering assistant.
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Personal Specification

1 You are

- 1.1 Passionate about delivering a high quality food and drink offer
- 1.2 Friendly, cheerful, positive and motivated

2 Education, qualifications or experience

- 2.1 Experience of working in a catering environment is desirable
- 2.2 A level 2 food hygiene certification is desirable
- 2.3 Barista experience is desirable

3 Knowledge, skills and abilities

- 3.1 Enjoys multi-tasking in a busy fast-changing environment
- 3.2 Confident with simple mental arithmetic
- 3.3 Positive about embracing challenge and change, open to experimenting and fresh ideas
- 3.4 Looking for development and training opportunities
- 3.5 Believer in supportive environments, sharing with colleagues and putting young people at the heart of everything we do
- 3.6 An understanding of safeguarding children and young people and how to maintain appropriate professional boundaries
- 3.7 An understanding of equality and diversity with the ability to challenge discriminatory behaviour