

# JOB DESCRIPTION



JOB TITLE	Catering Assistant (General Assistant)
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

## ROLE OVERVIEW

As a Catering Assistant, you will support the delivery of a high-quality food and hospitality service, helping to create a welcoming and efficient catering environment for customers, clients and colleagues. You will assist with food preparation, service and cleanliness, ensuring standards of hygiene, safety and customer care are consistently met.

This role plays an important part in the smooth day-to-day operation of catering services, working as part of a team to deliver a professional, friendly and reliable service.

## KEY TASKS & RESPONSIBILITIES

- Assist with basic food preparation in line with menu requirements and food safety standards
- Serve food and beverages to customers in a friendly and professional manner
- Support the set-up and close-down of catering areas, including counters and seating areas
- Maintain cleanliness of kitchen, service and dining areas
- Wash up utensils, dishes and equipment as required
- Replenish food, beverages and consumables during service periods
- Follow all food safety, health & safety and hygiene procedures at all times
- Use catering equipment safely and correctly
- Work collaboratively with colleagues to ensure smooth service delivery
- Provide a positive and customer-focused experience at all times
  
- Right to Work in the UK and willingness to undergo a DBS check.

- Previous experience in a catering, hospitality or food service environment (desirable but not essential)
- A basic understanding of food hygiene and safe handling practices
- A positive, friendly and customer-focused attitude
- Ability to work well as part of a team in a fast-paced environment
- Good timekeeping, reliability and a flexible approach to work
- Willingness to follow instructions and procedures

**Desirable:**

- Level 2 Food Safety or Food Hygiene Certificate (or willingness to undertake training)
- Experience working within Facilities Management (FM) or contract catering services

**WORKING ARRANGEMENTS**

This <permanent / part-time / full-time / casual> position will be based at <site/location>, working <shift pattern / hours>.

**ACCEPTANCE OF ROLE**

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

**AGREEMENT:**

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: