

# JOB DESCRIPTION

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>                  | <b>CATERING ASSISTANT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>RESPONSIBLE TO:</b>             | <b>CATERING MANAGER/ CHEF MANAGER/ SUPERVISOR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>General Aims:</b>               | <p>To provide and maintain an efficient service to all areas under your control following best practice within the company ethos</p> <p>To comply with food safety and health &amp; safety legislation in all areas of responsibility.</p> <p>To assist in the preparation and service of food items and beverages and general cleaning duties. Working to maintain high standards of hygiene, safety, service and quality.</p> <p>Ensuring high standards of personal appearance and dress, as laid down in the Colleague Handbook and offering service in a polite efficient manner.</p>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Key Duties/Responsibilities</b> | <p>Preparation of all working, service and dining areas.</p> <p>Assisting in the preparation and presentation of food items and beverages, including barista duties if required.</p> <p>Taking payment for goods via cash/cashless systems and maintaining necessary sales on tills.</p> <p>Service of foods and beverages, maintaining high standards of hygiene and service following the company ethos.</p> <p>To promote excellent customer relations in a professional manner with the ability to communicate effectively, taking personal responsibility for delivering excellence.</p> <p>Cleaning and servicing equipment, eg, vending machine, coffee machines etc., as required</p> <p>Clearing and cleaning of all service, preparation and eating areas, utensils and equipment. All cleaning rotas to be adhered to at all times.</p> <p>Completion of all necessary company documentation including HAACP requirements, temperature records, cleaning rota's.</p> |

**Subsidiary****Duties/Responsibilities:**

Carry out special duties of work outside the normal daily routine as required.

Complete all mandatory training via the company eLearning platform and complete monthly refresher training via Tool Box Talks.

Attend meetings as required and read/follow company updates and guidance as issued via the monthly newsletter.

Report all accidents/sickness, following Company's procedures.

Assist in the smooth running of the contract at all times, especially during times of sickness, holiday etc.

I confirm acceptance of this job description

Signature:

Print Name:

Date: