

# JOB DESCRIPTION



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

## ROLE OVERVIEW

As a Catering Assistant, you will play a vital role in ensuring that meals are accurately prepared, packed and presented in line with individual requirements. Working to detailed picking sheets and menus, you will help ensure that the right meals reach the right people, supporting dietary needs and service quality.

This is a busy, hands-on role that involves sustained physical activity, attention to detail and working to clear procedures to ensure accuracy, safety and consistency throughout food production and service.

## KEY TASKS & RESPONSIBILITIES

- Ensure relevant menus are available and appropriate, taking account of dietary and nutritional requirements
- Use picking sheets to accurately select food items and correct portion sizes
- Pack meals into insulated food trolleys in line with procedures and sign off trolleys as correctly packed
- Carry out sustained picking and packing activities, requiring moderate physical effort for extended periods
- Load ovens from insulated food trolleys, ensuring only required meals are heated for service
- Operate regeneration ovens, following cooking guidelines to ensure food quality and safety
- Return unused food items to designated storage areas, including freezers, in line with food safety requirements
- Plate meals for service, ensuring trays match individual requests and are presented to a high standard
- Maintain cleanliness of work areas, equipment and trolleys throughout the shift
- Follow all food safety, health & safety and hygiene procedures at all times

## QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- Experience in a catering, food production or healthcare food service environment (desirable but not essential)
- Ability to follow written instructions, menus and picking sheets accurately
- Good attention to detail, particularly where dietary requirements are concerned
- Physical capability to undertake repetitive manual tasks for extended periods
- Understanding of food hygiene and safe food handling practices
- Ability to work effectively as part of a team in a fast-paced environment
- Reliable and professional approach to work

**Desirable:**

- Level 2 Food Safety / Food Hygiene Certificate (or willingness to complete training)
- Experience working within Facilities Management (FM), healthcare or contract catering environments

**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: