

JOB DESCRIPTION



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

ROLE OVERVIEW

As a Catering Assistant, you will support the smooth operation of catering services by managing food and non-food stock, maintaining accurate records and delivering goods to client locations as required. This is a hands-on role combining store management duties with driving responsibilities to ensure catering operations are fully supported.

You will play a key role in ensuring stock is available, stored safely and delivered on time, while following food safety, health & safety and company procedures.

KEY TASKS & RESPONSIBILITIES

- Manage stock levels of food and non-food items, carrying out regular stock checks
- Request and receive orders to ensure catering operations remain fully stocked
- Receive deliveries, checking for accuracy and quality on arrival
- Safely store food and non-food items, ensuring correct rotation and date-stamping
- Maintain accurate records of stock, orders and deliveries
- Monitor storage areas, including chillers and freezers, ensuring temperature controls are followed
- Report damaged containers, faulty equipment or over-stocking issues to the appropriate supervisor
- Load and unload vehicles safely, ensuring goods are secured correctly for transport
- Drive company vehicles to deliver catering goods to designated locations
- Carry out basic vehicle safety checks and report any defects or issues promptly
- Follow food safety, health & safety and hygiene procedures at all times

QUALIFICATIONS, SKILLS & EXPERIENCE

- Previous experience in a catering, stores, warehouse or delivery role (desirable but not essential)
- Good organisational skills and attention to detail
- Understanding of food hygiene, safe storage and temperature control procedures
- Ability to carry out physical tasks, including lifting, loading and unloading stock
- A flexible and reliable approach to work
- Ability to work independently as well as part of a wider team
- Good communication skills and a professional attitude

Desirable:

- Full UK driving licence (where required for the role)
- Level 2 Food Safety / Food Hygiene Certificate (or willingness to complete training)

EXPERIENCE WORKING WITHIN FACILITIES MANAGEMENT (FM), HEALTHCARE, EDUCATION OR CONTRACT CATERING ENVIRONMENTS WORKING ARRANGEMENTS

This <permanent / part-time / full-time / casual> position will be based at <site/location>, supporting deliveries to <local sites / multiple locations>, 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: