

Job Description

Job title: Catering Assistant (with cleaning duties)
Reporting to: Senior Management Team
Contract type: Permanent
Contracted hours: Full time (Minimum of 30 hours per week)
Working pattern: Rota as and when required

Remuneration:

Age 25+	Age 21-24	Age 18-20	Age 16-17
£8.51	£8.00	£6.45	£4.65

Conditions: A six-month probationary period applies. The centre will be open Monday – Sunday from morning to evening. Applicants must be able to work on a rota basis including weekends, bank/public holidays and be flexible to meet business needs.

Key Purpose

The Catering Assistant will support the Head Cook and Cook by carrying out general duties to help towards the smooth running of the kitchen and café. They will be responsible for ensuring the highest standards of cleanliness and hygiene, both in working methods and personal hygiene, making sure that the food and equipment in the kitchen is always clean and in the right place. They will also help to prepare food ready for use and may be involved in some cooking.

Main Responsibilities and duties include:

- Work as part of a team to ensure the smooth running of the kitchen
- Assist the Head Cook/Cook, as and when required, to prepare incoming orders
- Support the Head Cook/Cook with the preparation and cooking of party meals
- Ensure that the food is cooked and stored in hygienic conditions
- Assisting suppliers to unload deliveries, checking off incoming food deliveries
- Unpacking and storing food
- Ensure new stock and old stock are rotated and check use-by dates
- Make sandwiches, salads, soup, desserts
- Advise management of low stock levels
- Operate the commercial dishwasher and glass-washing machine, loading and unloading when required.
- Hand wash kitchen utensils/pots/pans/dishes and storing appropriately
- Collecting and disposing of waste
- Ensure that the food prep area and kitchen are cleaned and sanitised at the end of every shift
- Cleaning the kitchen floors, walls, fridges, ovens and all work surfaces to ensure good

- hygiene as and when required
- Operate the till and serve food to customers as required
 - Clear tables and Café floor area as required
 - Ensure quality standards and procedures are fully understood and implemented, and daily checking procedures are fully applied.
 - Follow all relevant hygiene, Health & Safety procedures/Safe Working Practice H.C.C.P. & C.O.S.H.H
 - Carrying out any other general cleaning duties as and when required
 - Comply with the organisation's Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality
 - Undertake any other duties of a similar nature related to this post that may be required from time-to-time
- This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.**

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Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

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Factors	Essential Criteria
Qualifications and Experience	<ul style="list-style-type: none"> • A minimum of 1 year's relevant experience working within a busy restaurant/café environment • Valid Food Hygiene certificate or willingness to gain before starting
	<p>Desirable Criteria</p> <ul style="list-style-type: none"> • NVQ Level 2 (or equivalent) in food preparation and cooking • Knowledge of HACCP (Hazard analysis and critical control points) • COSHH Training (Control of Substances Hazardous to Health) • First Aid Certificate
Skills, Aptitude, Qualities and Behaviours	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Good verbal and written communication skills • Excellent customer service skills • Ability to work efficiently and keep calm under pressure • Ability to multi-task and work in a fast-paced kitchen • Ability to take instruction • Ability to work on own initiative as well as part of a team • A positive attitude • Reliable and flexible • A commitment to high standards of food hygiene in line with statutory requirements • A high standard of personal hygiene and appearance
	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Familiar with the work and vision of Employers For Childcare • Basic knowledge of Health & Safety
Knowledge and Understanding	
Special Circumstances	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Ability to work flexible, unsocial hours including bank holidays, evenings and weekends. • This post is subject to a basic criminal record disclosure check. This will be applied for through AccessNI. • You must be resident in the UK and eligible to work.