

Job Description – Catering Assistant

Reports to:	Catering Manager
Location:	Haverhill Hub, Haverhill
Job Purpose:	To assist the Chef with the production of a high quality catering service to meet the changing needs of the organisation within set guidelines whilst complying with health and hygiene regulations.

Key Responsibilities:

1. Under direction undertake basic preparation of food and beverages to agreed standards and delivery of same e.g. sandwiches, cakes, savouries, fruit and vegetable preparation.
2. Daily checking and recording of refrigerator temperatures.
3. Checking off of orders, rotating and putting away of stocks.
4. Check and maintain kitchen refrigerator and kitchen stock levels and disposal of out of date foodstuffs.
5. Checking expiry dates of stocks in kitchen.
6. Clean and restock Hospice vending machines as / when supplied.
7. Serving food and drink to agreed standards of presentation.
8. Maintaining stock levels of basic food preparations and assisting with catering functions within the Haverhill Hub.
9. Operating the till and cashing up monies received.
10. Cleaning cutlery, crockery and other equipment used for catering purposes using dishwashing aids and maintaining stock levels in relevant areas
11. Cleaning the kitchen area to agreed policies and standards to reach all food hygiene and health and safety standards, recording on cleaning schedules as cleaning tasks are completed daily.

Person Specification

	Essential Criteria	Desirable Criteria
Education/ Training	Food Hygiene Qualification – Foundation Level Good level of literacy and numeracy	
Knowledge/ Skills/ Ability	Ability to follow instructions and to work on own initiative Understanding of hygiene control standards and the importance of adhering to these	Some dietary knowledge
Background/ Record of Achievement		Catering experience
Qualities/ Attributes	Team player Enjoys giving high standards of customer service Flexible approach	
Other Requirements		