

OUTLINE JOB DESCRIPTION

POST TITLE: Catering Assistant

REPORTING TO: Chef Manager

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

KEY OBJECTIVES OF THE POST:

- To work closely with the contractor in order to maximise sales, whilst ensuring that the highest standards of service are provided for students and staff alike
- Basic food preparation, general catering duties
- Customer service
- Till operation in accordance with company expectations
- Cleaning of all areas within the business both front and back of house
- The carrying out of hygiene, health and safety policies and practices and COSHH regulations in line with the contractors documented schedules and due diligence practices
- Transportation of goods to satellite areas within the business

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

No direct supervision over other members of staff.

SUPERVISION AND GUIDANCE:

Responsible to the Catering Manager, referring complex problems for guidance.

RANGE OF DECISION TAKING:

Expected to exercise some personal judgement and discretion within established Academy policies and practices. To interpret guidelines and to ensure accuracy and consistency of information.

RANGE OF DUTIES:

- Basic food preparation from salads, sandwiches and cooking of hot food etc. in accordance with company policies.
- Liaise with students and staff alike in all aspects of the contracted service and a maintenance of excellent customer service and care.
- To maintain school property and equipment to a safe standard and that all defects are reported to your line manager.
- Fixture and fittings to be cleaned in accordance with cleaning schedules.
- Transportation of goods to other areas within the business, and stocking of vending machines etc.
- Cash and card handling in accordance with the contractor's policies.
- Ensure that all required health and safety and food safety procedures are followed as per the contractor's standard practices.
- Carry out duties and responsibilities as instructed by the contractor to meet the changing needs of the business.
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NOTE: As an equal rights employer, we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition