

# Job Description

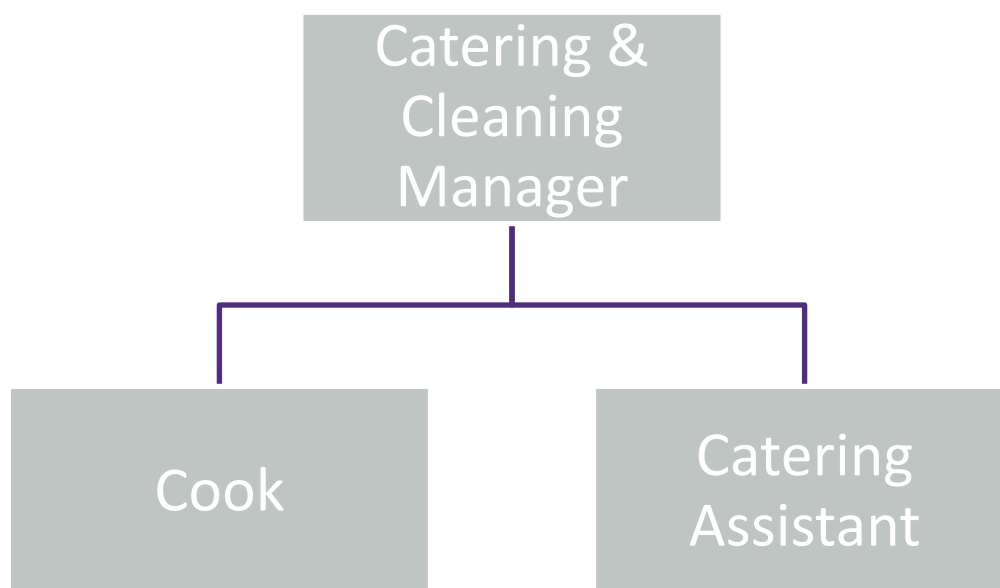


<b>Job Title:</b>	<b>Catering Assistant</b>
<b>Reports to:</b>	Catering & Cleaning Manager
<b>Grade:</b>	2
<b>Date:</b>	October 2015

## 1. Job Purpose

To provide a catering service for all company employees. To comply with all environmental health regulations and to work in a team to achieve this.

## 2. Organisational Structure



## 3. Dimensions

To provide food for up to two hundred people approximately each day

## 4. Principle Accountabilities

- To work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- To keep up to date with information, training and development opportunities appropriate to

maintaining and developing professional service standards.

- Ensuring that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Equality and Diversity, Customer Care and Health and Safety.
- To undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.
- Salad and sandwich preparation and sandwich making to fulfil demand.
- Adhere to health, safety and environmental regulations.
- Maintain a clean and tidy working area, following standards set by management for good all round hygiene and cleaning practices.
- Excellent customer service
- Cash handling and electronic till duties
- Stock replenishment rotation

## 5. Planning and Organising

- All work is mainly internal and is done on a day-to-day basis.
- Work is dealt with on a flexible but very much regulated basis
- Staff movement and supplies are one of the main planning factors
- To be organised and efficient

## 6. Decision Making

The Catering & Cleaning Manager has the main decision making responsibility but a Catering Assistant has to make various decisions to be able to complete their workload on a common sense and experience basis.

## 7. Internal and External Relationships

Catering & Cleaning Manager on a daily basis

All company employees who use the catering facilities on a daily basis

External suppliers

## 8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
<b>Knowledge</b>			
Current Health & Hygiene Certificate	X		Application form/ Interview
Health safety and environmental rules and procedures	X		Application form/ Interview
<b>Skills</b>			
Cash handling and able to operate electronic till		X	

Numeracy skills	X		Application form/ Interview
Ability to work on own initiative	X		Application form/ Interview
Basic cooking skills		X	
<b>Experience</b>			
Working in a busy kitchen environment	X		Application form/ Interview
Excellent customer service	X		Application form/ Interview
Basic kitchen food preparation skills	X		Application form/ Interview
Teamwork	X		Application form/ Interview

## 9. Special Features

<b>Jobholder Signature:</b>	
<b>Manager Signature:</b>	
<b>Date:</b>	