

Job Description: Catering Assistant

Salary: Grade B

Hours: 15 hours a week over 5 days

Line Manager: Catering Manager

Summary of role:

To participate in the catering provision as agreed with the Catering Manager.

Main duties and responsibilities:

- To participate in the production of food items in line with the day's menu or with batch baking, where appropriate.
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.
- To serve meals, and to give attention to tables if necessary.
- To talk to the students, staff and visitors as appropriate – in order to guide their choice of menu items and increase awareness of foods.
- To assist with the maintenance of quality standards within the catering department.
- To adhere to all hygiene rules.
- To wash all equipment, both kitchen and service items.
- To prepare the dining facilities, including the cleaning of the area after service.
- To participate in the completion of all necessary records as required.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & safety legislation.
- To wear appropriate clothing as required by the Catering Manager.

Role is subject to an enhanced level DBS check

Sept 2018