

## JOB DESCRIPTION

<b>Post Title:</b> Catering Assistant	<b>Director/Service/Sector</b> Finance/Property Services/Facilities Management		<b>Office Use</b>
<b>Grade:</b> 2	<b>Workplace:</b> County Hall		<b>JE ref:</b> 3493
<b>Responsible to:</b> Catering Manager	<b>Date:</b> March 2019	<b>Manager Level:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> To assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager and Cook			
<b>Resources</b>	Staff	None	
	Finance	Can handle small amounts of cash.	
	Physical	Shared responsibility for the careful use of equipment	
	Clients	Providing a catering service to internal and external clients	
<p><b>Duties and key result areas:</b> Individually or part of a team :</p> <ol style="list-style-type: none"> <li>1. Preparation, cooking and service of food and beverages</li> <li>2. Setting up of the restaurant area and servery.</li> <li>3. Transport meals between kitchen and serving or dining area as necessary</li> <li>4. Preparation of other service points, as necessary.</li> <li>5. Assistance with the service of meals and refreshments as required.</li> <li>6. Clearance of the restaurant area and other service points after meal service including emptying bins.</li> <li>7. General kitchen duties to include washing up, cleaning of equipment, cupboards, surfaces etc.</li> <li>8. Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and use of card machine.</li> <li>9. Assisting with the receipt and storage of goods, stocktaking and completion of daily monitoring sheets.</li> <li>10. Assistance with thorough cleaning of kitchen area, servery and restaurant furniture.</li> <li>11. Assistance with thorough checking of light kitchen equipment.</li> <li>12. Assisting with special events as and when required.</li> <li>13. Ensure compliance with Health and Safety legislation and County Council policies in all aspects but especially when using materials, tools and equipment.</li> <li>14. Attend training sessions as and when required.</li> <li>15. To cover in the absence of the Cook when necessary.</li> <li>16. Any other duties appropriate to the nature, level and grade of the post.</li> </ol> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
<b>Work Arrangements</b>			
Transport requirements:			
Working patterns:			
Working conditions:			

## PERSON SPECIFICATION

<b>Post Title:</b> Catering Assistant	<b>Director/Service/Sector:</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Basic Food Hygiene Certificate Knowledge of the range of tasks together with the operation of associated tools and equipment. Basic literacy and numeracy.	Nationally recognised qualification e.g. City & Guilds 706/1, NVQ Level 1 or 2 – Food preparation and cooking or equivalent	
<b>Experience</b>		
Experience of general kitchen duties Cooking experience in catering establishment	Cooking experience in catering establishment	
<b>Skills and competencies</b>		
Manual skills associated with food preparation Basic numeracy and literacy skills Physical skills related to the work Customer care skills A commitment to undertake job related training and personal development	None	
<b>Physical, mental and emotional demands</b>		
Regular need to lift and carry items of a moderate weight Ability to work in a commercial kitchen environment Flexible approach to work times which may occasionally be subject to variation Flexible approach to nature of duties performed	None	
<b>Other</b>		
A commitment to providing a quality service to customers		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits