

Job Description

Catering Assistant

Reference: P007

Date: April 2026

Job Family:	Property/Property Services
Level:	1
Band:	2
Career Track:	Operational

Job Purpose

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.

Service Purpose

Integrated Services provides strategic, coordinated, high-quality management of the Council's property portfolio under the corporate landlord model. The service ensures multi-service buildings provide fully maintained, fit for purpose office accommodation and that all Council assets remain legally compliant and safe.

Core responsibilities include facilities management, statutory testing, planned maintenance, day-to-day repairs, and the delivery of Housing Capital Delivery work streams through an in-house team of operatives.

Schools may opt in via an SLA. A 24/7 Property Help Desk supports continuous issue reporting and enables timely, effective service delivery throughout the year.

Duties and Responsibilities

Food Preparation and Service

- Prepare, cook and serve food and beverages, providing an efficient and courteous service to customers.

Restaurant and Servery Set-Up and Clearance

- Set up, maintain and clear the restaurant and other service points before and after meal service, including waste disposal.

Meal Distribution and Service Support

- Transport meals between the kitchen and dining or service areas and assist with the service of meals and refreshments as required.

General Kitchen Operations

- Undertake general kitchen duties including washing up, cleaning equipment, cupboards, surfaces and maintaining a hygienic working environment.

Stock and Goods Management

- Assist with the receipt, storage and monitoring of deliveries, stocktaking and the completion of daily monitoring and record-keeping sheets.

Cash Handling and Till Operation

- Assist with the administration, collection, reconciliation and security of monies, including operation of tills and card payment systems.

Equipment and Facilities Checks

- Support routine checking and basic maintenance of light kitchen equipment and restaurant furniture to ensure safety and usability.

Special Events and Service Coverage

- Assist with catering for special events and provide cover for the Cook when required.

Health, Safety and Compliance

- Ensure compliance with Health and Safety legislation, food hygiene standards and County Council policies when using equipment, materials and work practices.

Cleanliness and Hygiene Standards

- Maintain high standards of cleanliness across kitchen, servery and dining areas through routine and deep cleaning activities.

Person Specification**Professional and Technical Requirements****Qualifications**

- Basic Food Hygiene Certificate

Knowledge, Skills and Experience

- Knowledge of the range of tasks together with the operation of associated tools and equipment.
- Experience of general kitchen duties
- Cooking experience in catering establishment
- Manual skills associated with food preparation
- Basic numeracy and literacy skills
- Physical skills related to the work
- A commitment to undertake job related training.

Core Competency Requirements

- **Communication:** Communicates clearly and respectfully to support shared understanding. Uses active listening to confirm meaning and respond appropriately.
- **Collaboration:** Works with others to complete tasks and support service delivery.
- **Service Delivery:** Delivers tasks to expected standards and timescales, following procedures and guidance. Uses resources efficiently to support effective delivery.
- **Decision-Making:** Makes decisions using guidance and procedures.
- **Digital & Data Literacy:** Uses standard digital tools to complete work, following guidance on data protection and digital safety.
- **Adaptability:** Adapts to change and feedback. Applies learning to improve own work and support team outcomes.
- **Problem-Solving:** Resolves issues using known solutions.
- **Community & Customer Focus:** Delivers services with care and respect, considering diverse needs and ensuring a positive customer experience.
- **Leadership:** Supports colleagues and takes responsibility for own work.

Strengths

- **Service Focused:** You look for ways to serve customers putting their needs at the heart of everything you do.
- **Team Player:** You are confident to lead a team. You effectively manage team dynamics toward a shared goal. You consider everyone's individual needs and create a genuine team spirit.
- **Disciplined:** You follow processes, operating well within set standards, rules and guidelines.
- **Adaptable:** You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change.
- **Efficient:** You convert resources into results in the most efficient and cost effective way.

Desirable

- Nationally recognised qualification e.g. City & Guilds 706/1
- Cooking experience in a catering establishment