

## Job Description

# Catering Assistant

Reference: P007

Date: April 2026

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|----------------------|-----------------------------------|
| <b>Job Family:</b>   | <b>Property/Property Services</b> |
| <b>Level:</b>        | <b>1</b>                          |
| <b>Band:</b>         | <b>2</b>                          |
| <b>Career Track:</b> | <b>Operational</b>                |

## 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 complaint 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