

Job Description

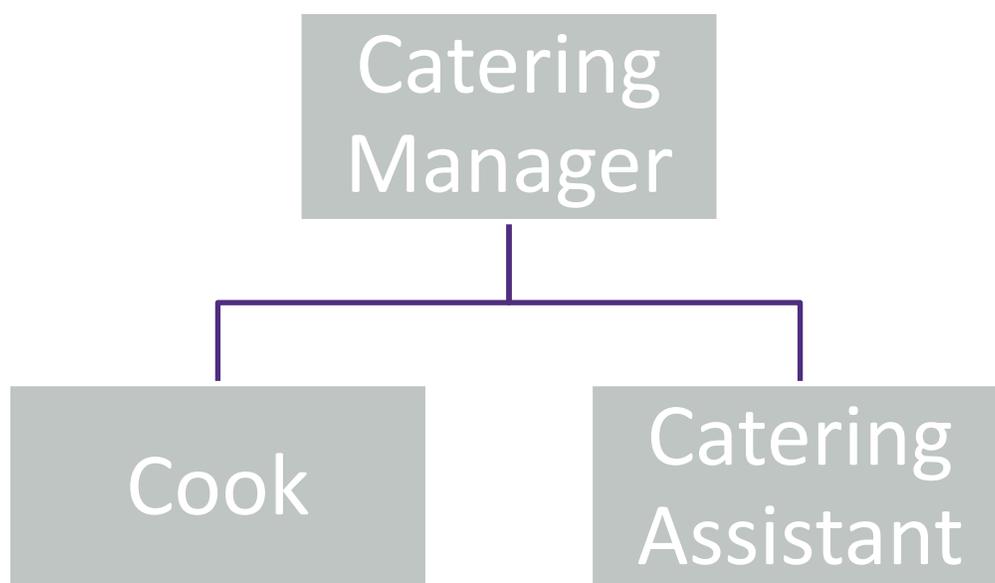


Job Title:	Catering Assistant
Reports to:	Catering Manager
Grade:	2
Date:	10 th December 20132

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 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 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
Knowledge			
Current Health & Hygiene Certificate	X		
Health safety and environmental rules and procedures	X		
Skills			
Cash handling and able to operate electronic till		X	
Numeracy skills	X		
Ability to work on own initiative	X		
Basic cooking skills		X	
Experience			
Working in a busy kitchen environment	X		
Excellent customer service	X		
Basic kitchen food preparation skills	X		
Teamwork	X		

9. Special Features

Jobholder Signature:	
Manager Signature:	
Date:	