



JOB DESCRIPTION

Post: General Catering Assistant

Hours: 25 hours per week, term time only, plus 3 days

Location: Finham Park 2

Responsible to: Catering Manager

Job Purpose: To undertake, as part of a team under the direction of more senior operatives, general kitchen duties including simple cooking to ensure the provision of meals and snacks.

Main Duties and Responsibilities:

1. Assisting with all aspects of preparation and cooking of food, as required
2. Advising appropriate staff of ordering requirements and maintaining good stock rotation practices.
3. Any general kitchen duties/dining room duties as may be required including assisting in other duties.
4. Serving and dishing-up food, including the presentation and garnishing of food and transportation of food to tables.
5. Washing up crockery and utensils, cleaning of tables and chairs, cleaning the general kitchen and dining room areas, as necessary, including floors, worktops and equipment (e.g. cookers and rest area facilities).
6. Working on sales counters including occasional handling of cash.
7. Reporting repairs/defects to unit supervisors or to Central Office dependent on circumstances.
8. Setting-up and putting away tables and chairs, including service counters, and ensuring a high standard of presentation.
9. Awareness of hygiene regulations and Health and Safety matters and working in compliance to those.
10. Attend training courses.
11. Transporting food stocks and materials from one area to another (e.g. from stores and delivery vehicles).
12. Any other duties and responsibilities within the range of the salary grade.