

Job Description

Job title	Catering Assistant	Job family	Education
Reporting to	Business Support Manager	Job code	
Location	Service based	Evaluation Date	Jul 21

Job Purpose

Required to support the provision of the catering operation assisting with basic food preparation and hygiene.

Responsibilities

- Assists catering staff with both the preparation and cooking of means in accordance with the company's assured safe catering policies and procedures
- Under direction, takes responsibility for parts of the catering operation
- As part of the catering team, the role holder will be required to ensure the kitchen and associated areas meet operational hygiene standards and comply with the company's AssuredSafe Catering policies and procedures.
- Amends the services to suit the needs of the service
- Reduce the amount of waste to gain a greater value for money

Knowledge / Education / Skills

The role holder requires basic numeracy and literacy skills together with an appreciation of basic food hygiene.

Experience

Experience in a catering environment is not essential as full training is provided.

Responsibility

Leadership

No direct line management responsibility, however indirect leadership to provide influence in area of speciality.

Budgets & Equipment

Collective responsibility for the care and security of equipment and adhering to the cost and budget guidelines.

Information

Shared responsibility for the confidentiality, security and accuracy of records, data and information. Ensuring good quality documentation, which meets the Organisational requirements Regulatory guidelines and statutory requirements.

Communication & Interaction

Communications will regularly require some judgement involving the seeking and gathering of information with the need for some explanation. May have interactions which contain distressing information.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

The role holder works within a busy kitchen environment using a variety of equipment where many routine tasks are repetitive and require a degree of sustained physical effort and concentration