

# Catering Assistant

## Annex A – Job Description

### Person Specification

The successful candidates will be able to demonstrate the following skills:

- Flair and passion for food;
- Good customer service skills;
- Experience of working in a catering environment would be desirable;
- Knowledge of basic catering practices;
- Able to pay attention to detail and is able to check own work;
- Reliable and punctual;
- Self-motivated with the ability to work under pressure;
- Be a team player with a 'can-do' attitude;
- Demonstrate a high standard of personal cleanliness and appearance;
- Polite manner in dealing with pupils and staff;
- Good communication skills.

### Job Specification

Overall Objectives: To provide a professional catering service, ensuring that standards are maintained and that Schools expectations are met within the agreed objectives.

Reports to: Catering Manager

Specific Responsibilities:

- To ensure all food is presented and served in line with School standards, using innovation in the method and style of presentation and food service;
- To ensure that all agreed service objectives are met in line with client expectations;
- To treat your team at location as you would expect to be treated;
- Preparation of fresh food;
- The serving of meals ensuring correct portion control;
- Ensure the food safety of pupils with particular and special diets;
- General kitchen duties, for example washing up, cleaning of floors, walls and catering equipment.
- Preparation of the serving and dining area;
- Laundering of kitchen towels / clothes etc;
- Cleaning of dining furniture;
- Ensure good food hygiene and health and safety regulations are adhered to at all times;
- To have good communications skills to enable effective dialogue with colleagues, staff, pupils and visitors;
- To be organised and self-motivated, able to meet deadlines and targets and work well under pressure;
- To carry out all reasonable duties as requested by the Catering Manager or the Bursar.

#### General Duties:

- To ensure that all standards of food preparation and service are established and achieved in line with the School guidelines and policies;
- To adhere to existing working practices, methods, and procedures;
- To comply with all company policies.

#### Health & Safety, Food Safety, the Environment:

- To help ensure that the School meets statutory and company requirements in Health and Safety, Food Safety and environmental legislation and procedures;
- To record and report all accidents within the location adhering to location and company procedures;
- To ensure all equipment is well maintained and is in good working order;
- To maintain and record cleaning schedules;
- To attend all health and safety training courses as required;
- To promote and encourage environmental improvement initiatives as appropriate within the business.

#### Suitability to Work with Children

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.