

Job Description

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| Post: | Catering Assistant |
| Scale | Based on OP1 [<i>£8.75 per hour as at July 2018</i>] |
| Base: | Carnegie Café and other places for outside catering as required. |

ORGANISATIONAL

- Comply with current Food Safety legislation
- Ensure compliance with all health and safety policies and procedures
- Ensure safe use of equipment and materials
- Operate everyday equipment in accordance with instructions
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards
- Ensure effective portion control and minimise wastage
- Ensure cleanliness of the kitchen, its equipment and its surrounds

OPERATIONAL

- Present food in a way that is attractive
- Prepare food in accordance with agreed recipes and methods
- Prepare ingredients for meals under direction
- Decant and/or serve food for transportation
- Ensure that clean and dirty processes are kept separate
- Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process
- Operate tills

RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Prepare routine equipment in a timely and accurate manner as set out in the instructions

- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to the appropriate person
- Ensure that lights and other equipment a switched off as appropriate
- Comply with security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches
- Actively promote the cafe service

RESPONSIBILITIES

- Attend relevant meetings as required
- Participate in training and other learning activities as required