



# STONYHURST

## CATERING DEPARTMENT

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Catering Assistant</b>
<b>Department:</b>	Catering Department
<b>Responsible to:</b>	Deputy Catering Manager/Executive Chef
<b>Job Purpose:</b>	Responsible for assisting the catering team to ensure that the department objectives of delivering first class food and service are fulfilled

#### **Health and Safety Responsibilities:**

To comply with current Food Safety, Health and Safety and Fire Safety Legislation in accordance with training.

#### **KEY TASKS AND RESPONSIBILITIES**

##### **Responsible for:**

- working with the chefs as part of a team to ensure the delivery of a first class catering service to pupils, staff and visitors to the college
- assisting the chefs in the preparation of meals to include vegetables, salads, snacks eg sandwiches, drinks etc where appropriate
- assisting with the organisation and setting up of the service counter/point
- ensuring good food presentation and a pleasant manner to pupils, visitors and staff
- the preparation and setting up of the rooms in which food/drinks are to be served – including where necessary the setting up of tables and the clearing thereafter
- the washing up of crockery, cutlery and kitchen utensils observing good Health and Safety and good Hygiene practices
- the removal of waste products and rubbish from all areas when required
- keeping a clean work area by regular cleaning and tidying of equipment, storerooms, dining rooms and other areas
- keeping the bin yard area clean at all times
- reporting defects on equipment
- portraying a professional approach through correct dress, appearance and manner
- assisting with the delivery of food/equipment eg beverages, buffets, meals to rooms around the college
- attending training courses as appropriate

Duties may be allocated from time to time which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post

**NB:** This job description illustrates the main responsibilities of the job and is not exhaustive. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

#### **Working Conditions**

Weekend working will be required

Hours of work may change from time to time in particular out of term-time.

Holidays are to be taken out of term-time except in exceptional circumstances and at the discretion of the Catering Manager