

Job Description & Person Specification

Job Title	Catering Assistant
Division/Location	Devon Norse, B&I Catering – Site Specified in Advert
Reporting to	Kitchen Manager
Weekly Hours	TBC by Location & Site
Grade/Salary	TBC by Location & Site

Job Description
The Role:
<p>Provide an efficient catering service within an on site staff canteen catering for the clients workforce ensuring that the highest standard of customer service is delivered. This is a small site where you will be working closely with the Kitchen Manager.</p> <p>Hours will usually be between 10 am and 2pm be Monday to Thursday with occasional Fridays. This site operates 52 weeks of the year.</p> <p>Ideally the post holder would be able to step up and provide cover for the Kitchen Manager after training. Free on site parking.</p>
Main Responsibilities
<ul style="list-style-type: none">• Preparation of fruit and vegetables, making sandwiches & salads.• Carry out simple cooking tasks under the direction of the Cook Manager.• Use and care of equipment, including daily and weekly cleaning.• Using the till, handling of cash & card payments during break and lunch services if applicable.• Cleaning of kitchen premises.• Preparation and cleaning of the Dining Room.• Assist with the service of meals and refreshments.• Refilling and cleaning of coffee machine and on site vending machines.• General washing up duties either by hand or machine.• Be allergy aware• Complete daily food safety checks.• Comply with Food Hygiene, Health and Safety and QA procedures• Attend training as required and complete on line courses.• Demonstrate personal commitment to the Norse Way CSR strategy
Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to

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Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of Health and Safety Regulations within a kitchen environment	Essential	AF/I
	Knowledge of Manual Handling guidelines, ideally with formal training	Essential	AF/I
Experience	Previous experience within a similar catering or kitchen role	Desirable	AF/I

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Skills/Abilities	<p>Excellent customer service skills</p> <p>Ability to work on own initiative as an individual and as part of a wider team</p> <p>Capable of working to deadlines in a busy environment</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>I</p> <p>I</p> <p>I</p>
Other Requirements	Currently holds an Enhanced DBS, or able to attain one at short notice	Desirable	AF/I

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Agreement

Employee Name:		Date:	
Employee Signature:			

Approval/Review Date

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Approved by HR Director:		Date :	