



Catering

Commercial



United in Purpose

Global Job Title **Catering Assistant**

Discipline Catering

Sub Discipline Catering

Role Purpose

Prepare and serve food to customers, maintain portion control and ensure highest levels of food hygiene and food health and safety is maintained.

Key Responsibilities and Accountabilities

1. Provide a catering service to customers, staff and visitors within the facility.
2. Use of a range of handheld basic catering equipment and materials associated with tasks and ensure all equipment is used as specified in user instructions and consistent with health and safety at work requirements.
3. Prepare food, maintain portion control, and serve food to customers hygienically and consistent with quality and customer service standards.
4. Clean floors, work surfaces and related equipment manually or by using cleaning machines to ensure adherence to hygiene and cleanliness requirements.
5. Assist in the delivery of a vending service including loading and cleaning of machines, removal and handling of cash.
6. Report any machinery and equipment faults to a supervisor and where safety is involved ensure the equipment is suitably labelled as 'out of service'.
7. Store goods correctly and use stock on a rotational basis to minimise food wastage.
8. Maintain food safety and hygiene standards within the work area and apply the food safety procedures applicable in work area.

About this Role

This is an entry level role on the catering job ladder.

At this level requires no previous experience of working in a catering environment.

The role carries out tasks as prescribed in work instructions and follows established routines and schedules.

Works under close supervision, completes records and documentation as required.

Demonstrate high standards of customer service.

May require use of a cash register and handle cash.