

Job Description & Person Specification

Job Title	Catering Assistant
Division/Location	Norse Catering
Reporting to	Cook Manager
Weekly Hours	39 hours per week (FTE)
Grade/Salary	£21,131.76 per annum (FTE)

Job Description
The Role:
Providing an efficient catering service ensuring that the highest standard of customer service is delivered.
Main Responsibilities:
• Conducting basic kitchen tasks under the direction of the Cook Manager and/or Assistant Cook, including preparing fruit, vegetables, making sandwiches and salads. • Using and maintaining equipment, including daily and weekly cleaning. • Receiving and the storage of deliveries. • Handling of cash during service where applicable. • Cleaning of kitchen premises, ensuring the adherence to Health and Safety regulations and Norse Group policies/procedures. • Preparing and cleaning of the dining room, when required. • Assisting with the service of meals and refreshments. • Assisting with the packing and temperature checking of transported meals where required. • General washing up duties either by hand or machine. • Complying with and demonstrate high standards of Food Hygiene, Health and Safety and QA procedures.
Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including: • Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required. • Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. • Demonstrating personal commitment to the Norse Way CSR Strategy.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by Head of Resourcing:	Jo Wishart	Date :	30.03.2023

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.	Desirable	AF/I
Experience	Previous experience within a similar catering role.	Desirable	AF/I
	Experience of working as part of a team.	Desirable	AF/I
Skills/Abilities	Excellent customer service skills.	Essential	AF/I
	Ability to work on own initiative and part of a wider team.	Essential	AF/I
	Flexible and adaptable to take on a variety of tasks.	Essential	AF/I
Other Requirements			

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.

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.

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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.

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