



JOB DESCRIPTION

Job Title : **CATERING ASSISTANT**

Department : **CATERING**

Responsible to : **CATERING MANAGER**

MAIN PURPOSE OF THE POST

To work with a team of Catering Assistants carrying out food preparation and dining room services.

DUTIES

1. To ensure the dining room is clean, presentable and fully equipped at all times.
2. To ensure all equipment is washed and cleaned to a high standard, using the dishwasher as necessary.
3. To participate in general kitchen duties, ensuring kitchen areas are left clean and tidy.
4. To be aware of health and safety issues associated with the Catering operation, and ensure a healthy and safe working environment at all times.
5. To participate in the preparation of fresh vegetables and other produce, using preparation machines as appropriate.
6. Any other duties that the Catering Manager may from time to time require, to ensure the smooth running of the Catering Department.

PERSON SPECIFICATION

- Experience of working in a busy Catering environment desirable but not essential as full training will be given.
- A willingness to be flexible and work as part of a team, carrying out a range of practical tasks.
- An ability to demonstrate an understanding of health and safety issues as they apply to a kitchen environment.
- A smart, friendly and open manner, in order to foster good working relationships with staff at all levels within Sunfield.