

## Catering Assistant: Job Description

<b>Location:</b>	Wembley, North-West London (excellent transport links)
<b>Start date:</b>	ASAP
<b>Closing date:</b>	4 <sup>th</sup> June 2024
<b>Interview:</b>	6 <sup>th</sup> June 2024
<b>Contract:</b>	<b>Full-time, permanent, (36 hours per week)</b> – working hours to be agreed with line manager.
<b>Salary:</b>	<b>Ark Support salary band 4, point 3 – £26,853</b>

### Job Description:

**Reporting to:** Chef Manager

### Key Responsibilities

- To record food temperatures and labelling of stock items in accordance with procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near misses, to the Chef Manager
- To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy
- To serve the food to an exceptional standard and interact with the staff and pupils in an appropriate and helpful way
- To set up the serving and dining areas as directed by the Chef Manager
- To serve food and provide a helpful and knowledgeable service at all times
- To operate a cashless till and any other items of catering machinery or equipment as directed by the Chef Manager
- To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures
- To take part in deep cleans of the kitchen, food storage, serving and dining areas of the academy as directed by the Chef Manager
- To receive stock and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage

location, ensuring that all stock is dated and rotated in accordance with directions from the Chef Manager

- To prepare and deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work
- To work as part of a team to ensure that all service requirements are met
- To attend training courses as required.

### Other

- To undertake various responsibilities as directed by the Chef Manager and Operations Manager
- This job description is subject to change with the agreement of the post holder.