



## Role Profile

<b>Job Title:</b> Catering Assistant	<b>Role Profile Number:</b> P/A
<b>Grade: J</b>	<b>Date Prepared:</b> 30.11.2018
<b>Directorate/Group:</b> Communities & Place	<b>Reporting to:</b> Team Leader or Duty Senior Catering Assistant
<b>Structure Chart attached:</b>	No

### Job Purpose

- To assist in the production and service of food/beverages at any of the catering outlets. Provide a high standard of customer care

### Key Accountabilities

- Assist in the preparation of food for sale
- Be responsible for cleaning/pot washing of all cookware, crockery & cutlery, etc when on duty
- Be responsible for cleaning kitchen and public areas using materials and equipment as directed
- To carry out till duties
- To fill vending machines throughout catering outlets
- Operating bar facilities as required
- To ensure excellent standards of hygiene
- To ensure that you are aware of and comply with health & safety procedures
- To identify any training needs

### Supplementary Accountabilities

- Undertake any other duties that can be accommodated within the grading level of the post as instructed

### Knowledge & Experience

- Kitchen and cleaning experience
- Food service experience
- The post holder will be required to work to a rota to ensure cover at all times
- Must be prepared to work weekends and bank holidays

**Qualifications**

- COSHH
- Food Hygiene & Safety – Level Two

**Decision Making**

- Prioritising tasks based on workload

**Creativity and Innovation**

- Ability to work on own initiative

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>•</li></ul>	<b>Responsibility</b>	None
<b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>	<b>Asset Responsibility:</b>	None

**Contacts and Relationships**

- The role involves verbal communication with staff, Park users and the Lydiard Park Team

**Other Key Features of the role**

The role involves regular unsocial hours. This can include weekends, early mornings and bank holiday working. It is a manual role and the ability to use cleaning equipment is required as is physical ability to receive and store correctly all food deliveries and vending stocks

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	

