



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Catering Assistant
Department:	Catering
Report to:	Catering Supervisor
Date:	May 2022

ROLE

To perform a variety of tasks associated with the safe and efficient function of a busy catering department. Tasks will rotate between front of house and kitchen based activities. It is essential within these roles that all staff are flexible in their approach to daily job roles, which will be dictated by the daily events within the department. Further, it is vital that all staff can work well either individually or within a team environment. The role can be physically demanding on occasion and these roles demand excellent customer care skills and an ability to work within an often pressurised environment.

SUMMARY OF DUTIES

- To ensure that both front of house and kitchen areas are thoroughly clean and hygienic throughout the working day.
- To serve and replenish food on counters as required, maintaining excellent customer care skills at all meal and event times.
- To set up, prepare and clear away function rooms for events and in house and/or external functions as required.
- To undertake all tasks in accordance with current Health and Safety and Food Safety legislation.
- To assist with basic food preparation tasks (under instruction) as required).
- To liaise with other team members to ensure that the School receive the best catering service possible.
- To undertake regular training and refresher courses as required in order to comply with legislation and take advantage of career progression opportunities.
- To work within any area of the School as reasonably required during catering functions.
- To assist other members of the catering team as required.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
- Any other duties as reasonably directed by Catering Supervisor or Chef.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Clean, tidy and presentable appearance at all times
- Good communication skills
- Able to demonstrate excellent customer care skills
- Ability to work unsupervised or as part of a team
- Basic Food Hygiene Certificate (or equivalent)
- Able to work under pressure
- Able to use simple machinery within a kitchen environment
- Able to demonstrate a keen eye for detail in maintaining highest standards of cleanliness
- Polite and courteous with an approachable manner
- Able to work flexibly and to prioritise workloads
- Ability to adapt to changing circumstances or routines
- Physically fit and able to lift and carry items of a reasonable weight
- Ability to interact with children and young adults as well as adults.
- A working knowledge of the hospitality industry and enjoyment of it.
- Sense of humour.

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___