



Job Description

Job Title:	Catering Assistant (Events)
Reports To:	Assistant/Duty Manager
Direct Reports:	N/A
Job Purpose:	To be responsible for assisting in the preparation of and serving of food for events at the Centre; producing food in accordance with operational and statutory requirements, striving to deliver the highest level of customer and staff satisfaction

KEY RESPONSIBILITIES

Food and Beverage Operations

- To assist in the preparation, cooking and service of a variety of hot and cold meals, buffets, dishes and beverages in the Centre.
- To ensure that food produced and its presentation is to high quality standards.
- To set up associated dining and function areas as appropriate.

Stock & Financial Control

- To adhere to the stock control and operating procedures, including portion control.
- To order/shop for foodstuffs and materials as required, and ensure that stock control procedures are followed including assisting with stock takes.
- To undertake cashier duties, including operation of a cash register and following cash procedures.

Food Safety

- To ensure that the catering operation complies with all food safety requirements, including the maintenance of appropriate records.

- To maintain the highest standards of personal presentation and hygiene to statutory and Centre requirements.
- To ensure that all equipment is cleaned and stored appropriately and that the cleaning schedules of the catering section is followed.

Health & Safety

- To ensure compliance with all health and safety practices and procedures including C.O.S.H.H., first aid, hazard reporting and requirements of wearing PPE and Centre requirements and procedures.

General

- To report any issues to the Food & Beverage Supervisor.
- To provide excellent customer service to users of the Centre.
- Take part in the Group's training programme and other activities.
- To assist, advise and support if necessary any other community facilities managed or supported by the Group and to share knowledge and expertise with other regeneration activities.
- To take personal responsibility for ensuring that designated duties are executed at all times in accordance with corporate policies and procedures.

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.