

JOB DESCRIPTION

Job Title:	Catering Assistant (Kitchen & Coffee Bar)
Responsible to:	Kitchen Supervisor
Location:	Beacon Court
Salary:	£7.83 per hour
Purpose:	To ensure that the establishment is maintained in a clean and healthy state and that the activities listed below are carried out in an efficient and careful manner.

Main Tasks:

1. Simple food and drink preparation as required, to serve prepared meals when on Restaurant duty
2. Prepare and serve hot drinks, cold drinks and snacks as required when on Coffee Bar duty.
3. To calculate payment of food and drinks and use the cash till as required.
4. General cleaning duties to be undertaken with workplace to be left clean and tidy, in the bar area, undertaking cleaning duties such as vacuuming, cleaning surfaces ready for the next day.
5. Washing up/drying up using dishwashing facilities provided.
6. Cash handling and cashing up the till at the end of the day and make sure all monies balance at the end of a shift in the coffee bar.
7. To report any malfunction of equipment or fittings that require maintenance or cannot be kept to standard through normal cleaning procedures to the Kitchen Supervisor.
8. Be responsible for the opening and closing of the cafe bar when on duty.
9. Assist with the maintenance of stores
10. General duties to include e.g. laying, waiting and clearing tables as required.
11. Regular cleaning of large equipment. I.e. cookers, ovens, fryers and fridges.
12. All accidents, however minor, and any incident which could result in injury or damage to the canteen and equipment should be reported to the Kitchen Supervisor.
13. Have a flexible approach to working hours, this may also include evenings and weekends when required for functions.
14. To have regard at all times to the comfort, well being and self respect of all customers.
15. Undergo training as required for the position.
16. Understand and comply with the equal opportunities and Health and Safety policies of the centre.
17. To undertake any other work that may be reasonably requested for the benefit of the organisation whilst not changing the grade or purpose of the post.