

## **JOB DESCRIPTION**

<b>Job Title</b>	Catering Assistant
<b>Accountable to</b>	Head Cook/Chef
<b>Location</b>	Belong

### **KEY OBJECTIVES**

- Ensure that services provided meet with national and organisational standards and uphold the principles of Belong.
- Ensure that the standard of cleanliness and hygiene within the catering operation meets the Belong specification
- Assist in the preparation and service of food within the catering operation.

### **SUPPORTING OBJECTIVES**

#### **Service Delivery**

- Undertake cleaning tasks allocated, according to the work schedules as part of the catering team.
- Complete work schedules in respect of work performed and stock control sheets where appropriate.
- Support the Cook in the control of hygiene within the kitchen ensuring that the kitchen area conforms with Environmental Health and Health & Safety regulations and in accordance with Belong policies and procedures.
- Assist with stock control as requested.
- Serve food and operate cash till in the Bistro.
- Ensure all equipment is cleaned regularly and in good working order and appropriately stored.
- Report all maintenance and equipment defects.
- Support residents with responses to requests.
- Report observations and changes to residents well being to the appropriate household staff.

#### **Team participation**

- Contribute positively to the effectiveness and efficiency of the team.
- Develop good working relationships with staff in the village and with outside agencies.
- Ensure that the village is a safe place to live, work and visit following health & safety procedures.
- Respond to emergencies as appropriate.
- Carry out any other reasonable task as directed by the line manager.

#### **Learning & Development**

- Undertake learning and development opportunities that have a legal or organisational requirement.
- Keep up to date with best practice as part of an ongoing personal development plan.
- Act as a mentor for any new staff as requested by the Catering Manager.

**PERSON SPECIFICATION**  
**JOB TITLE Catering Assistant**



FACTORS	ESSENTIAL	DESIRABLE
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Numeracy &amp; literacy skills to enable the completion of stock taking duties and work schedules.</li> <li>• Ability to undertake training relevant to role.</li> <li>• Ability to complete work tasks to deadlines and to a specified standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to operate cleaning and catering equipment.</li> </ul>
<b>Previous Experience</b>		<ul style="list-style-type: none"> <li>• Previous non-domestic cleaning/catering experience.</li> <li>• Experience of working in a care setting.</li> </ul>
<b>Qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>• NVQ 2 in Cleaning Building Interiors or committed to achieving within 12 months of registering for award.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Food Hygiene.</li> <li>• Training in aspects of cleaning or catering practice.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible.</li> <li>• Able to work as part of a team.</li> </ul>	
<b>Special Requirements</b>		