

Catering Assistant Job Description

Responsible to: Senior Coordinator, Laburnum Centre

Brief overview of the role: To support the Senior Coordinator, Laburnum Centre in maintaining a high-quality catering offer for our customers across our cafes, community clubs and other catering outlets overseeing front of house and preparation of light meals or pre-cooked meals.

Main duties:

- To support front of house operations, taking orders, and ensuring that front of house is always kept clean and tidy.
- To assist with the preparation of beverages and food including plating up of food.
- To complete the 'Safer Food, Better Business' Kitchen diary and other requirements.
- As required to support the Catering team in food production.
- To ensure stock control and rotation of items.
- To maintain exceptional levels of hygiene and cleanliness including the cleaning of café, preparation, and kitchen/serving areas after service.
- To maintain and work in a safe environment in line with good practice and AUKWSBH requirements.
- Work as a member of a larger catering team and alongside catering volunteers
- To transport catering supplies and food between sites as and when required.
- Work with centre staff and other volunteers as required to ensure that a high level of customer service is provided.
- Maintain high levels of quality and consistency of standards e.g., presentation and quality of food prepared.
- To minimise waste and ensure environmental and sustainable objectives are met.
- To undertake all mandatory learning, CPD and training as and when required including achieving/renewing L2 Food Hygiene qualification

Staff and/or Volunteer Management:

- Work alongside volunteers supporting the catering function providing clear guidance on roles and expectations.

Financial management:

- Work within financial parameters set out by Senior Coordinator, Laburnum Centre.
- When required, ensure procurement of items and invoices are loaded onto Xero in a timely manner.
- Ensure expenses are submitted monthly.

Governance

- To comply with all organisational policies and procedures and relevant legislation including Health and Safety, Safeguarding and General Data Protection Regulations (GDPR)
- To attend relevant and mandatory training as required
- To undertake any other duties appropriate within the role as may reasonably be required by AUKWSBH

Key contacts and relationships

- Catering team and catering volunteers
- AUKWSBH Staff
- Customers/clients
- Suppliers (when required)

Equality, diversity and inclusion

Age UK West Sussex, Brighton & Hove is committed to anti-discriminatory policies and practices. It is essential that the post holder makes a positive contribution to their promotion and implementation.

Scope of job description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the postholder.

Person Specification – Catering Assistant:

Experience	Essential	Desirable
Knowledge/qualifications		
Level 2 Food Hygiene certificate	✓	
NVQ Level 2 or equivalent qualification	✓	
Experience of working in a commercial kitchen	✓	
Skills		
Able to work under pressure	✓	
Proven ability to produce quality meals	✓	
Good computer skills including using main Microsoft packages as well as experience with different IT systems	✓	
Experience of front of house operations		✓
Other requirements		
Commitment to AUKWSBH's vision, mission and values	✓	
A commitment to sustainability to help deliver effective and focused services that also minimise environmental impact	✓	
Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity		✓
An understanding of, and interest in older people, their situations, and the opportunities they may want and/or need		✓
Excellent organisational skills	✓	
Understanding the volunteers and be able to maintain a working relationship	✓	
Sound budget management experience	✓	
Ability to work as part of a team and independently	✓	
Willingness to undertake and participate in training and CPD	✓	
Ability to work flexible shifts including evenings and weekends	✓	