THE BIG FRESH CATERING COMPANY

JOB DESCRIPTION

DESIGNATION/POST TITLE	**:**	Catering Assistant
POST NUMBER	**:**	All Post References
LOCATION	**:**	All Locations
POST GRADE	**:**	1
RESPONSIBLE TO	**:**	Kitchen Manager
RESPONSIBLE FOR	**:**	
LIAISON	**:**	
MAJOR PURPOSE OF POST	**:**	Carrying out duties as directed by the Area Manager/Kitchen Manager

MAIN DUTIES AND RESPONSIBILITIES

- To assist in adhering to providing hot nutritious food production in accordance with the Food Safety Act 1990, The Food Safety (General Food Hygiene) Regulations 1995 and all other legislative requirements regarding food hygiene.
- To be able to perform all aspects of kitchen duties as directed by the Kitchen Manager.
- To assist in operating the kitchen in accordance with the Catering Standards Manual.

- To operate the cashless computer system as required at service times (if applicable)
- To comply with Health and Safety and Hygiene Regulations.
- Ensure Big Fresh Catering Company policies are adhered to.
- To attend to the vending requirements on site as and when required (if applicable).
- Awareness of customer needs and ensuring a high standard of customer care at all times.
- Take part in the on-going training plan.
- Where appropriately trained, assume the duties of the Assistant Kitchen Manager when required, and/or carry out duties at the request of the Management team.
- Assist with the cleaning down of the Unit.
- To attend meetings and training courses as may be necessary from time to time.
- To assist in other locations as may be necessary during holidays, sickness and in an emergency.
- To assist at special functions, some of which may occasionally occur outside of normal working hours as and when required.

- **Ensure compliance with the Big Fresh Catering Company Financial Regulations, Standing Orders, Policies and Procedures**

- **To implement the principles of the Big Fresh Catering Company Equal Opportunity Policy whilst carrying out the above duties**

- **To adhere to Health and Safety legislation / relevant Big Fresh Catering Company policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.**

- **To implement the principles of the Big Fresh Catering Company Environment Policy while carrying out the above duties.**

- **To report without delay any safeguarding concerns to the appropriate safeguarding officer.**

- **Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.**

SIGNED: **DATED:**
(Director/Chief Officer)

SIGNED: **DATED:** (Postholder)