Location	**Pensby High School**	
Designation of Post	**Catering Assistant**	**Grade** **BAND B**
Responsible to	**Catering Manager**	

JOB PURPOSE:

Key Competencies; Deliver exceptional customer service to build valuable long term relationships with colleagues, customers and clients.

Impact and influence; Communicates to build relationships and interacts appropriately with others

Continuous improvement; Seeks to raise standards and improve quality of performance and service

Working with others; Works effectively and professionally with other to achieve the desired results

CORE DUTIES:

Comply with statutory and company requirements

Assist with all aspects of the preparation of food service area and presentation of food to the notified standard.

To prepare all food with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, diary or wheat allergies.

Serve food and drink to customers and guests as directed.

Assist with the replenishment of food, beverages and equipment to ensure service periods do not stop

Assist with hygienic cleaning of utensils and work areas after service periods

Assist with the implementation of cleaning schedules to agreed standards.

Promote a good image to customers and cleaning of function catering as required.

The undertake occasional duties outside the normal routine but within the scope of the position and the department's activities

IRREGULAR DUTIES:

To assist, as required, at special functions, some of which may occur outside normal working hours for which you will be paid overtime

To report any complaint or complement and take action if at all possible.

To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible.

To attend meetings and courses, as required.

Responsible along with all members of the school for the safeguarding and welfare of pupils