



## Job Description

<b>Job Title:</b>	<b>Catering Assistant</b>
<b>Reports to:</b>	Catering Operations Manager
<b>Department:</b>	Operations
<b>Job Family &amp; Level:</b>	FCLW
<b>Responsible For:</b>	N/A
<b>Job Purpose:</b>	To prepare and serve simple meals, snacks and beverages to clients and record payment.
<b>Key Tasks &amp; Responsibilities:</b>	<p>Preparing food and beverages (for example preparation of vegetables and snacks). Simple cooking (for example reconstitution/heating of prepared food).</p> <p>Serving food and beverages and record payment.</p> <p>General kitchen and dining room duties (for example washing up, setting up and cleaning/clearing away equipment and tables, kitchen, and its surround).</p>
<b>Working Conditions</b>	<p>You are required to work at any OnFife place of work within Fife as reasonably required by OnFife.</p> <p>Weekend and evening work form a necessary part of the working week.</p> <p>The post holder may be required to perform duties, appropriate to the level of the post, other than those given in this job profile.</p> <p>The duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not therefore, justify reconsidering the grade for the job. Such variations would be reflected in an updated job description.</p>

## Person Specification

Job Title: Catering Assistant			
Attributes	Essential	Desirable	Assessment
Experience	Customer care skills (Focus on customers)	Understanding of working in a catering environment  Understanding dietary and nutritional needs  Organisational skills (Take ownership)	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application</li> <li>• References</li> </ul>
	Communication skills		
	Team working skills (Work together)		
	Team working skills (Work together)		
	Age 18+ to serve alcohol unsupervised		
Skills Abilities and Knowledge	Literacy skills	Elementary Food Hygiene Certificate	Interview Application References
	Numeracy skills	Manual Handling Awareness  Understanding of health and safety requirements  Understanding of HACCP procedures	