



## Job Description

<b>Job Title:</b>	<b>Catering Assistant</b>
<b>Reports to:</b>	Catering Operations Manager
<b>Job Level:</b>	FCLW
<b>Responsible For:</b>	No Supervisory responsibilities
<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, bar 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><b>Flexible working</b></p> <p>You are required to work at any OnFife place of work within Fife as reasonably required by OnFife.</p> <p>Flexibility is required and access to transport is necessary, as there will be travel throughout the region</p> <p>Weekend and evening work form a necessary part of the working week, for which enhanced premiums are paid.</p>
<b>Other Duties:</b>	<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 particular 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 profile.</p>

# Person Specification

## Catering Assistant

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