<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>CATERING ASSISTANT (TRAINEE)</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>COMMERCIAL SERVICES – CONFERENCES &amp; CATERING</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>1</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>ASSISTANT MANAGER / TEAM LEADER</td>
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<tr>
<td><strong>Location:</strong></td>
<td>AS AGREED</td>
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**Purpose of the Post**

The main responsibilities of the post are:

To assist the catering department with the effective delivery and service of food and beverages, in accordance with instructions from the line manager, as per the established standards and procedures.

**Key Tasks**

**MAIN DUTIES AND RESPONSIBILITIES**

The main duties and responsibilities include:

- **a)** Arrive at work in good time for the start of shift and dressed according to uniform guidelines.

- **b)** To assist with the preparation of any area, dining hall or outlet including areas for special events, conferences and exhibitions that are to be used for providing any catering service as per the standard operating procedures or as directed by the shift supervisor.

- **c)** To assist with the service or provision of any catering in any area, dining hall or outlet including special events, weddings, dinners, conferences and exhibitions as per the standard operating procedure or as directed by the shift supervisor.

- **d)** To comply with all health & safety regulations and safe systems of work, reporting to shift supervisor if any remedial action is necessary.

- **e)** Complete all training as required including all mandatory and yearly refreshers, with particular regard to the food hygiene and allergens courses.
f) Contribute to providing a welcoming environment to enhance the student and customer experience.

g) Listen sympathetically to all comments or complaints as per the policies and procedures. Ensure customers are dealt with by supervisor or a Senior Catering Assistant.

h) Report any defects in any equipment or facilities to the shift supervisor or a Senior Catering Assistant.

i) The reading and recording of refrigerator, cold display cabinets and cooked food temperatures as required by the shift supervisor.

j) At the end of every shift ensure that all cleaning and replenishing has taken place as required in the allocated work area.

k) Any other duties as required by senior catering assistant, shift supervisor, or line manager

l) Skills and experience required: must be numerate and literate.