

Job Description

Catering Assistant



Main duties

- ✓ Responsibility to adhere to all health & safety regulations.
- ✓ Carry out Ark procedures including: opening and closing, food hygiene, stock rotation and maintenance of catering equipment and machinery.
- ✓ Key holder responsibilities.
- ✓ Able to carry out any role within the Café and kitchen, including front of house, food preparation etc.
- ✓ Occasional ordering of stock and local shopping as required.
- ✓ Attend staff meetings.

Duties when working in capacity of Relief Catering Manager:

The role of Relief Catering Manager is the overall responsibility for the smooth running of the kitchen/café, with a hands-on role in the kitchen in the absence of the full-time Catering Manager. Duties will include:

- ✓ Overall responsibility for health & safety within the kitchen, including implementing regular checks and ensuring all kitchen staff are adhering to all health & safety regulations within the kitchen environment.
- ✓ Supervision of Café staff and rota.
- ✓ Menu planning.
- ✓ Report directly to the owner, Ginny Ayling, or in her absence a person appointed by her.
- ✓ Setting up and preparing for the Catering Manager for the next working day.

Employment Status and Hours

The Catering Assistant is employed on a part-time permanent basis with a probationary period of three months.

Exact workings hours will be discussed and there is a need for flexibility, however the job is based around a five day week which has to include some Saturdays (on average one per month), as well as holiday cover for the Catering Manager.