

# Bowe & Co.

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## **JOB DESCRIPTION**

### **CATERING ASSISTANT**

**Job Title:** General Catering Assistant

#### **Purpose of the Post**

The post holder will be required to assist with the preparation and serving of food, meals, drinks and to provide deli counter service within the operation of the business as instructed

**Accountable To:** Supervisor/Manager

**Supervisory Responsibilities:** None

#### **Duties and Responsibilities - Specific**

- Basic preparation of food and simple cooking.
- The serving of meals ensuring correct portion control.
- Cleaning of the kitchen, deli area and cafe, their surrounds and equipment
- General kitchen duties – washing-up, food & meal preparation.
- Preparation of the dining area, including the erection and dismantling of dining furniture.
- Laundering of kitchen towels/aprons.
- Cleaning of dining furniture
- Ensure food hygiene and health and safety regulations are adhered to at all times.
- Deli counter customer service including taking customer payment and accurate operation of till and credit card machine
- Café waiting, taking orders and accurate communication to kitchen
- Preparation of hot and cold drinks
- Carry out any other reasonable duties within the overall function of the job.

#### **Duties and Responsibilities - General**

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with company policies.
- To co-operate with the company in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the company's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function of the post.