EMMANUEL COLLEGE
JOB DESCRIPTION

JOB TITLE: Catering Assistant

To assist with the preparation, presentation, service and cleaning of all areas of the Catering Department as directed by the Front of House Manager.

Responsible to: Senior Food Service Supervisor or in their absence the Food Service Supervisor

Line manager: Front of House Manager.

DUTIES

Ensure timely completion of work in accordance with instructions as may from time to time be issued by the Front of House Manager in connection with a wide variety of duties which include the following:

Food Service

1. Assist as directed with all aspects of food preparation and presentation to the standard set by the Front of House Manager.
2. Provide a high quality service to customers in all areas of the College including Cafeteria, High Table, Hall and other functions.
3. Undertake the duties of cashier as and when required whilst adhering to the cash handling and till operating procedures.
4. Ensure that a good supply of cutlery and glassware is maintained during service.
5. To undertake all aspects of cleaning – equipment, walls, fixtures/fittings, utensils, cutlery, crockery and glassware to standard specified by Head of Department.
6. To ensure tables and condiments are kept as clean as is reasonably practicable and adequately stocked.
7. Restock service counters/bain marie as and when directed so as to ensure there are sufficient supplies throughout the service period.
8. Set-up of tables to the standard required by the Front of House Manager.
9. Ensure tables, benches and condiments are maintained in a clean condition.
10. Assist with the routine cleaning of the Buttery including fridges, shelves and floor area

Additional Duties

1. Maintain a high standard of personal hygiene and presentation (following the designated dress code), as specified by the Front of House Manager
2. Ensure that reasonable care is taken for the health and safety of yourself, other staff, customers and any other persons on College premises
3. Report to the Front of House Manager or Senior Food Service Supervisor any incidents of accidents, fire, loss, damage or unfit food
4. Observe all recognised safety rules and procedures together with the College Health and Safety Policy
5. Ensure that protective clothing is used where necessary.
6. Ensure that all equipment and materials are safely maintained to the standard specified by the Front of House Manager
7. Observe the College Equal Opportunities Policy, the Computer Acceptable Use Policy and the College Policy on the application of the General Data Protection Regulation at all times
8. Any other duties or responsibilities consistent with the role of Food Service Assistant as may be required from time to time in order to meet the operational demands of the College.