**Job Description – Catering Assistant**

General Details

JOB TITLE: Catering Assistant

LOCATION: Alton Castle/Soli Centre in Alton

SALARY GRADE: Living Wage Foundation Employer

WEEKLY HOURS: To be discussed at interview

Job Purpose

To assist the Catering Manager in the production of quality food and service to meet the needs of a diverse visitor base. To work as an effective team member within the catering department which covers both Alton Castle and the Soli Centre.

Relationships

Responsible to: Catering Manager

Main Activities:

* Ensure the food preparation areas are clean and hygienic at the start of the shift.
* Work safely and efficiently in a kitchen environment.
* Confidently work alone, complying with lone working procedures.
* Wash utensils, dishes and pans and make sure they are stored appropriately.
* Check and sign for deliveries (in both centres) and ensure that ingredients are correctly sorted and safely stored.
* Prepare ingredients - Washing, peeling, chopping, cooking vegetables and other foodstuffs-all to a high standard.
* Use the daily diary to complete planned tasks and proactively identify additional tasks.
* Use the daily diary to identify specific meal and dietary requirements. Ensure appropriate meals are catered for and clearly labelled and pay particular attention to any allergens when preparing and storing these meals.
* Use standard recipes to prepare and cook main meals as planned for the appropriate numbers.
* Ensure that correct temperature control procedures are carried out when serving and storing food.
* Use the pre-visits to check and identify specific meal and dietary requirements. Ensure appropriate meals are catered for and are clearly labelled.
* Communicate clearly with the Programme Leaders and team, ensuring that the needs of the residential group are met and understood.
* Complete the daily diary section in Safer Food Better Business (SFBB).
* Advise Catering Manager about any stock items requiring replenishment.
* Carry out accurate stock takes as requested.
* Advise Catering Manager immediately of any damaged/faulty equipment.
* Ensure stock is rotated using “first in first out” principles.
* Check the fridge daily to ensure left over food is correctly labelled and there are no spoilt items or out of date stock.
* Dispose of rubbish.
* Clean the food preparation area, equipment, floors, and other kitchen tools at the end of the shift.
* Follow good food hygiene practices, ensuring that you are complying with health and safety standards, as identified in the Safer Food Better Business (SFBB) pack.
* Ensure kitchen is always left locked and all equipment and gas turned off you leave the kitchen and at the end of each shift.
* Support other members of the Catering team.
* Extra hours of working will be required during busy periods and special events, all of which will include weekends.

Special Conditions

The hours of duty for the post will be discussed during the interview process. Due to the demands of the catering service extra hours of working may be required, this post will involve weekend work on key weekends throughout the year.

Within the context of the main activities some heavy lifting will be required.

Candidate would ideally hold a current Level 2 Food Safety and Hygiene for Catering certificate. Training can be provided if needed.

Uniform and protective clothing will be provided which must be worn whilst on duty.

Safeguarding screening will be required prior to the post holder taking up the position.

The post holder will be required to attend relevant training courses related to the duties of the post as identified and agreed through appraisals.

Kenelm Youth Trust operates a No Smoking Policy

Variation of Job Description

Kenelm Youth Trust reserves the right to vary the duties and responsibilities of its employees within the general conditions of the scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service requires. This will only take place following negotiation between all related parties.