

**Federation of Jewish Services**

**Job Description**

**TITLE:** Catering Assistant

**PLACE OF WORK:** Federation of Jewish Services **DEPT:** Catering

**RESPONSIBLE TO**: Catering manager/Executive chef,

**DATE JOB DESCRIPTION REVIEWED**: June 2019

**JOB PURPOSE:**

1. To maintain a clean and tidy workplace, deliver and collect food and assist the chefs in food preparation at Heathlands Village on a 7 day rota system.

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**COMMITMENT TO OUR VALUES:**

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

* Supports people’s right to privacy
* Respects people’s dignity
* Recognises people’s human rights
* Permits zero tolerance of all forms of abuse
* Enables people to maintain the maximum possible level of independence, choice and control
* Treats all people as individuals
* Supports people to freely express their needs and wants
* Demonstrates respect and integrity in all our work with people

**Main duties and responsibilities:**

* Adhering to the Kashrut Laws relating to Kosher food preparation, service, storage and cleaning, and report any incidents of non-compliance to a Manager
* Keeping all work areas clean and tidy as far as is practicable in particular at the end of the day/shift
* Ensuring that a high level of personal cleanliness is maintained
* The satisfactory completion of any duties allocated
* The reporting to the senior chef on duty of any mechanical defects or need for repair
* The observation of safety regulations and safe procedures
* The observation and adhering to of the Fire Safety, Food Safety, Health and Safety, COSHH and HACCP policy and procedures
* Preparation of food as directed by senior chef on duty
* Washing up of crockery and cutlery
* Cleaning of utensils
* Cleaning of machinery
* Cleaning of food preparation areas
* Cleaning of all refrigeration
* Cleaning of walls, switches, electrical boxes, window ledges, cupboards
* Floor cleaning
* General cleaning of the kitchen as directed
* Transport and collection of meals to the service areas
* Decanting food into serveries
* Cleaning the kitchen areas on the units
* Pot washing on the units
* Any other reasonable request from a senior person on duty

**Health & Safety**

* All employees are subject to the Health & Safety at Work Act.
* To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
* To undertake duties and responsibilities in full accordance with the organisation’s Health & Safety policy and procedures.
* To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
* To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

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**Training and Development**

* Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
* To attend and participate in supervision sessions and an annual personal review.
* To attend and participate in staff meetings.
* To contribute to the learning of other staff.
* To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

**This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.**

Manager Post Holder

(print name) (print name)

Signature Signature

Date Date