



JOB PROFILE

POSITION: CATERING ASSISTANT

JOB OVERVIEW

What is the purpose of the job?

To ensure that catering within the establishment is to the standard required by the Company and Perry Scott Nash.

Duties

- To follow catering policy and procedures stated by the Company and Perry Scott Nash.
- To communicate any relevant information required to follow the food and hygiene policy and health and safety procedures with all members of the team.
- To use the administration process appropriately to enable policies and procedures to be followed accurately.
- To ensure the legal aspects of health and safety are followed in line with the Company's policies and procedures as set by Perry Scott Nash.
- To undertake all relevant training.

Reports to: Nursery Manager

Hours of Work: As stated in the contract

KEY TASKS	CATERING
	<ul style="list-style-type: none"> i) To carry out all aspects of the Company's Food Standards Pack (When required): <ul style="list-style-type: none"> • Minimum standards • Within a budget • Recipe card system • Minimum wastage • Order from Company product sheets. ii) To ensure all production, service and presentation of food is to, or above the Company's standard. iii) To ensure the prompt service of all meals and breaks provided are to the Company requirements. iv) To ensure all catering activities are carried out in line with the pre-agreed budget. v) To ensure any comments regarding the catering operation – positive or negative, are noted and acted upon immediately. vi) To purchase all supplies through agreed nominated suppliers (when required). vii) To follow up supplier problems and report to Nursery Manager if unsatisfactorily settled (when required).
	COMMUNICATION
	<ul style="list-style-type: none"> i) To maintain regular contact with the Cook and Nursery Manager and the Nursery Team.
	ADMINISTRATION
	<ul style="list-style-type: none"> i) All legal requirements completed <ul style="list-style-type: none"> • Signing of registration book when entering and leaving the Nursery • Entering incidents in the accident book • Following environmental services procedures and documentation ii) To take necessary action in the event of loss of food/property, damage, accident, theft or fire and formally report to the Company.
	LEGAL REQUIREMENTS
	<ul style="list-style-type: none"> i) To ensure all aspects of the 'Health & Safety at Work Act' are complied with in the operation, with specific reference to: <ul style="list-style-type: none"> • Safe working practices • Hygiene practices • Fire procedures ii) To react immediately to requests from Cook/Nursery Manager/Accounts/Wages. iii) To attend relevant training as discussed with the Nursery Manager. iv) Cover all duties in times of Cooks absence.

This job description is not exhaustive, changes and other duties relevant to the post may be added.