

## **JOB DESCRIPTION**

**POST TITLE:** Catering Assistant

**DIVISION/UNIT:** Facilities Services/Catering Unit

**GRADE:** 1

**RESPONSIBLE TO:** Cook in Charge/Hub Supervisor

**RESPONSIBLE FOR:** N/A

### **Job Purpose**

Undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, simple cooking and serving of food.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Assist other operatives within the kitchen and dining room and follow instructions relating to the basic preparation of food and beverages. This will include simple cooking, and reconstitution of convenience or prepared food and vegetables.
5. Comply with control measures for hygiene, health, safety and security on the premises and the surrounding area.
6. Pack/unpack and load/unload food containers food for transporting and serving of meals etc.
7. Carry out general kitchen and dining room cleaning duties, including tables, chairs, benches, floors, walls, equipment and washing up.
8. Set up and put away dining room tables/chairs, benches and equipment.
9. Serve meals at service points and assist in efficient portion and waste control.
10. Ensure that adapted diet procedures are followed.
11. Assist in the handling of cash as required.
12. Ensure proper maintenance of equipment, reporting faults, as required.

## NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	2	4	1	2	1	1	1	2	2	2	1	1