

CATERING ASSISTANT

PURPOSE	You'll work within the Bistro team to provide a catering facility for Central Office and BBW Distribution centres
REPORTING RELATIONSHIPS <ul style="list-style-type: none"> Reports to which role? Supervises which role(s)? Peer Relationships 	Reports To: Catering Supervisor Supervises: N/A Peers: Catering Assistant
ACCOUNTABILITIES <ul style="list-style-type: none"> Describe all the core outputs of the job. The key areas in which results must be achieved 	<ol style="list-style-type: none"> To ensure correct preparation, presentation and service of food. To ensure that all areas of the dining area, and kitchen are cleaned to a high standard using the appropriate cleaning equipment. Provide a friendly and efficient service whilst maintaining the standards set by the Catering Supervisor. Maintain a high standard of personal hygiene and appearance at all times. Store all food items in the correct manner. To be flexible and provide cover for holidays and sickness as required. To demonstrate and role model the Booths values

THE ROLE

KEY WORKING RELATIONSHIPS <ul style="list-style-type: none"> Identify the most significant internal and external relationships 	Internal: Catering Supervisor Catering Assistant Food Service Operations Executive Central Service Cleaning Operative Central Service team External: Suppliers
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All employees are also responsible for complying with their duties and responsibilities under both national legislation and Booths Company policies regarding Health and Safety and Data Protection.

I understand and accept the accountabilities of this role.

Employee Signature _____ Date _____



CATERING & CLEANING ASSISTANT

Criteria	Essential/Desirable
Qualification	
Basic Food Hygiene	D
Health & Safety	D
GCSE Maths and English Grades A-C	D
Knowledge	
Good understanding of food handling practices	E
General product knowledge	D
Customer Service	E
Skills	
Ability to communicate effectively and in a manner appropriate to the situation	E
Ability to record information accurately	E
Ability to plan time and work to deadlines	E
Behaviors	
Personable – establishes a rapport easily	E
Displays enthusiasm for the role	E
Demonstrates a flexible attitude towards work	E
Willing to undertake training	E
Experience	
Experience working in a catering environment	E
Experience of working in a team	D
Experience in a customer care environment	D

