

# Job Description

**Job Title:** Senior Catering Assistant  
**Reports to:** Catering Supervisor  
**Based at:** Café 27 at Brandon Day Centre  
**Hours:** 16 hours per week (two full days)



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## Key Objectives of Role

1. To help run a small community café, assisting the Catering Supervisor with food ordering (as required), health and safety, menu planning and meal preparation.

## Main Responsibilities

1. To maintain a clean, safe kitchen and prepare and serve beverages, snacks and meals, ensuring high standards of hygiene are upheld at all times.
2. To provide a catering service to day care customers, centre users and visitors as well as the wider community.
3. To assist the catering supervisor in growing the business, building good relationships with partners, suppliers and customers.

## Key Tasks

1. To provide excellent customer service.
2. To assist with menu planning, giving recognition to special dietary needs.
3. The preparation, production and cooking of nutritious meals.
4. The presentation and service of meals to the customer.
5. To order supplies as and when required.
6. To check deliveries for quality and quantity and reconcile invoices.
7. Stock ordering and stock control as and when required.
8. To assist with kitchen organisation and management.
9. Use and care of all equipment, including the reporting of any faults.
10. To maintain a high standard of hygiene in the kitchen, staff and customer wash rooms and dining room.
11. To ensure compliance with Empanda's Health and Safety Policy and Health and Safety at work procedures.
12. To assist in the completion of accurate financial records and returns as required.

13. Up to five days a week to deputise for the catering supervisor during times of absence, including holidays, sickness and training, as well as for special functions.
14. To assist the catering supervisor in raising the profile and promoting the café to the local community.
15. To take personal responsibility for demonstrating the aims of the Equality and Diversity objectives.
16. To take personal responsibility for own Health, Safety and Welfare and that of colleagues in the workplace.
17. The duties listed are not exhaustive and the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

## Person Profile

<b>Selection Criteria</b> <b>A = Application form</b> <b>I = Interview</b> <b>T = Test</b> <b>D = Desktop or other practical exercises</b>	<b>Essential or Desirable (E, D)</b>	<b>Assessment Method (A, I, T, D)</b>
<b>Experience:</b>  1. Managing all aspects of a commercial kitchen 2. Experience of working within a social care setting 3. Menu planning/stock ordering/stock control 4. Knowledge of special dietary needs/allergies 5. Experience of training and supervising staff	D D E E D	A/I A/I A/I I A/I
<b>Qualifications:</b>  1. Level 2 Food Safety and Hygiene for Catering OR the willingness to achieve this level before commencing post. 2. Level 3 Food Safety and Hygiene for Supervisors 3. GCSE English and Maths or equivalent 4. First Aid, COSHH, Health and Safety	E D D D	A/I A/I A A/I
<b>Skills:</b>  1. Excellent customer service 2. Ability to produce tasty, nutritionally balanced food 3. Ability to operate a cash till and reconcile cash and card payments daily 4. Ability to keep records 5. Excellent communication skills 6. Fluent in written and spoken English 7. Experienced 'Barista' 8. Ability to develop good relationships with customers, partners and suppliers	E E E E E E D E	I T I A/I A/I I A/I I