

JOB DESCRIPTION

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| Job Title: | Catering Assistant |
| Department / Business Unit: | Corporate Services Division, Catering |
| Location: | Cambridge |
| Reports to (job title): | Catering Manager |

JOB PURPOSE

To ensure the provision of a catering service to staff and visitors. Assist with the preparation and service of food stuffs and ensure maintenance of high standards of service and hygiene at all time.

PRINCIPAL ACCOUNTABILITIES

- Preparation and maintenance of high quality food and hygiene standards, including production of rolls and sandwiches, salads, buffet meals.
- Deliver excellent catering service and hospitality to all CA employees and visitors of the organisations within any of CA locations. Operation of tills and cashless system.
- Maintain high standards of hygiene, cleanliness and overall presentation of staff and premises to ensure that the Catering Department's reputation is maintained. Ensuring all kitchen and catering equipment are clean and serviceable before use and any catering areas are kept in a tidy, clean and hygienic condition at all time.
- Comply with Group Values and Departmental Competencies framework. Comply to all internal procedures and policies and legislative compliance such as Health and Safety, Fire Policy, Uniform policy and Food Hygiene Regulations including HACCP and CA Food Safety policy.

KNOWLEDGE, SKILLS AND EXPERIENCE

Qualifications

- Basic Food Hygiene qualifications or willing to take it within 1 month of appointment.

Skills

- Interpersonal skills
- Communication skills
- Customer service focus



Experience

- Previous experience of working in the catering industry as food handler, within a similar establishment is preferable
- Customer service experience preferably within high quality catering/hotel establishment/customer facing position

Behaviours

- Team player
- Listen to others
- Flexible
- Open to changes
- Positive mental attitude