



Our vision is a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey

Job Title:	Catering Assistant
Reports to:	General Assistant Manager

Job Purpose

You must be committed to **working together** with staff teams and customers to **improve lives**. Working with **integrity** and **commitment** to maintain high personal and professional standards and deliver **excellence** in your work, ensuring that **Everyone Matters**

A hands-on role, working as part of a team to deliver high quality food and customer service based in the Café at Sage House. This is customer facing role that is a high quality, passionate service and is key to our vision and we expect all our teams to join us in delivering these core organisational values.

Duties and Responsibilities

Daily Kitchen Duties

- Set up of the café area and serving areas according to specific directions and layout plans established by the Catering Coordinator
- Restock, clean equipment, utensils, and equipment to correct storage areas noting any damages and items to be replaced
- Provide support and direction to volunteers working in the café and kitchen to keep areas clean and tidy
- Complete daily temperature checks
- Support the Cook in the completion of paperwork
- Support with food preparation for optimal presentation
- Support with food preparation of savoury pastries for general sale and buffets as required
- Support with preparation of cakes for general sale and for activity groups
- Ensure gluten free food preparation is completed separately to non-gluten free food preparation
- Address immediate customer concerns, questions and needs in order to provide an optimal experience
- Clean and sanitize all equipment, utensils, serving ware, work areas and Café area
- Close down kitchen, dishwasher, and equipment and put away items
- Mop all kitchen/storeroom floors with disinfectant
- Lock up kitchen areas

Weekly Kitchen Duties

- Ensure weekly cleaning is completed as per the cleaning schedule
- Clean out and wipe down the cake baking and seasoning cupboards weekly
- Any other duties as requested by the Catering Coordinator or General Assistant Manager

Knowledge, Skills and Abilities

- Familiar with health and cleanliness standards for food preparation and presentation
- Have exceptional interpersonal skills for working with the general public
- Be a team player and willing to take on additional tasks to get the job done
- Familiar with a variety of food types, menus, recipes, and general aesthetics and food presentation
- Ability to complete administrative tasks including order forms, schedules, audio visual specifications and menu's
- Excellent time management and communication skills
- Ability to work in high pressure situations
- Organised and able to use initiative, completing work efficiently
- Take pride in your work and have a keen eye for detail

Qualifications and Experience

- Hold a minimum of Level 2 Food Safety & Hygiene Catering Certificate - Essential
- Experience of working in a café/kitchen environment - Essential
- Experience of working in a customer facing role including cash handling, ideally within the catering sector - Desirable
- Good IT skills including word and excel - Desirable
- Experience of working with volunteers - Desirable

Approved by:	
Date approved:	
Reviewed:	