

# Catering Assistant Full Time



## THE ROLE

Your role will be to help in the kitchen in all areas. You will be an integral part of the team, taking part in all aspects of the day to day running of the kitchen.

Shifts may vary but standard days of work will be 4 days during the week and Sundays. There will be some working on Saturdays and Bank Holidays.

## RESPONSIBILITIES

- Cleaning the kitchen, including washing kitchen appliances, work surfaces, floors, and walls.
- Carrying out basic food hygiene preparation tasks and cooking.
- Helping the team get ready for service by preparing food.
- Loading and unloading the dishwasher, manually washing up when needed.
- Helping to serve customers, from ordering through till system, to preparing their order.
- Ensuring the customer area is clean and tidy, and condiments topped up.
- Organising the storeroom and helping to organise deliveries.
- Unloading deliveries from suppliers.
- Food hygiene opening and closing checks.
- Helping to maintain records.

## SKILLS & QUALIFICATIONS

The ability to work under pressure, in a fast-paced environment is a must. There will be a heavy emphasis on the preparation of food, as well as serving food.

To become a successful catering assistant, applicants will need to demonstrate the following skills:

- Ability to work efficiently and keep calm, under pressure
- Stamina and enthusiasm
- Ability to work quickly but efficiently
- Ability to work well in a team
- Good communication skills
- Excellent customer service during customer interaction
- High standards of personal hygiene
- An interest in food and catering

Previous experience of working in a kitchen is an advantage for potential employees.

A Food Hygiene Level 2 Certificate is preferred, but not essential as training will be given to achieve this.

**32 hours a week with overtime  
available during busy periods**

**Email your CV to:** [catering@bucksrailcentre.org](mailto:catering@bucksrailcentre.org)