

# Aurora

## Job Description

Job Title:	<b>Catering Assistant</b>
Reporting to:	Catering Manager
Location:	Meldreth and Orchard Manor

### Main Purpose

As a Catering Assistant, you will demonstrate the highest standards in cleanliness, food safety and hygiene. Assist with preparation of meals using correct portioning, meeting outlined standards and ensuring that food is at the correct temperature. You will keep the kitchen and food areas clean and tidy and ensure food and supply items are stored correctly.

### Key Accountabilities

- Assist Cooks with the preparation of meals
- Knowledge of and adherence to Safeguarding Policy
- Knowledge of and adherence to Health and Safety and Food Hygiene practices
- Professional working relationship with all site staff and pupils

### Key Duties

- Support to the Cook in meal preparation.
- Keeping the kitchen environment clean and tidy at all times, including washing all kitchen. & catering equipment, surfaces and floors.
- Unloading of food and beverage deliveries as required.
- Food storage in accordance with outlined standards.
- Delivering and serving of food as required.

### Knowledge, Skills and Experience

- Ability to work well in a team
- Level 2 Food Hygiene & Safety (Catering) essential.
- Working knowledge of health and safety legislation (including COSHH regulations, manual handling, and food hygiene procedures) and requirements in relation to food preparation.
- Knowledge of Natasha's Law.
- Experienced in carrying out regular equipment/maintenance checks and appropriate recording of checks done.
- Good standards of literacy, numeracy, written and verbal communication.
- Possess good working knowledge of kitchen equipment and cleaning schedules.
- Proven ability to prioritise tasks and work flexibly.
- Committed to promoting the health, welfare and safeguarding of children and young adults.
- Ability to work under pressure.
- Positive work attitude.

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## Requirements of Role

- First Aid Certificate
- Level 2 Food Hygiene Certificate
- Reasonable level of fitness – role requires long periods of standing
- Personal direct experience and/or knowledge of disability and disability issues will be an advantage.

## Additional Information

- As part of the Aurora Group all staff are expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- All staff are required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- All staff are required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time.