



# CATERING ASSISTANT



## ABOUT THE ROLE

To assist the Dining Room Supervisor in preparing and serving lunches and buffets and to provide cover as required. The dining room will provide mainly lunches (hot and cold) and buffets to the staff at the company's corporate Head Office. Around 170 employees, work in the building Monday – Friday. The company is looking for a high take up of lunches and use of the dining room. In addition, buffets for meetings will be required, and are expected to all be sourced internally

## KEY RESPONSIBILITIES

- In consultation with the Catering Supervisor, assist with the preparation and cook all food in accordance with agreed menus for employees at the company's corporate head office, visiting employees, business visitors and provide buffet services as required.
- Assist the Catering Supervisor with stock takes to ensure efficient stock management and no or minimal wastage.
- Assist the Catering Supervisor with the daily cleaning of all kitchen equipment and surfaces and all tables. Responsible for ensuring that all required periodic deep cleans are undertaken.
- Provide cover in the absence of colleagues as and when required, which may involve ordering of food and working some additional hours.
- Ensure that the vending machine is fully operational on a day to day basis and that any faults are immediately reported to the 3rd party for early resolution.
- Contribute to improving the service provision and enhancing the reputation of the company by putting forward new ideas (theme days) and by implementing change when requested to do so.
- Fully comply with employee responsibilities under the food hygiene and health and safety legislation and with Redrow Group's Health, Safety and Environmental policies.
- At all times comply with company policies, procedures and instructions.



## THE PERSON

What kind of person are we looking for?

- Outgoing and confident
- Able to communicate clearly and effectively
- Organised
- Ability to work individually and within a team
- A strong need to understand the detail
- Manages time effectively to ensure that deadlines are met

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.