**Catering Assistant Grade 3 Role Profile**

**General Duties:**

Assist with the preparation, delivery and serving of food and drink

To prepare ingredients, the use of catering equipment and machinery, the laying of tables

Setting up and the clearance of service and dining areas

Preparation and serving of meals - preparing dining room for lunch time service

Adhere to any dietary requirements of individuals

The use of equipment and machinery including powered equipment, ovens, dishwashers/microwave/ water heaters/ washing machines

General cleaning of kitchen and dining areas

Reheating and the serving of pre-prepared meals, ensuring correct temperatures are reached

To monitor and record food temperatures, Fridges and Microwave temperatures

To undertake basic laundry duties

Monitor stock control and communicate the needs of the service to the management team

To prepare drinks as and when needed to the relevant people

Safe food Handling

Moving and Handling of objects

Refreshing of toilet areas and washing up duties, use of a dish washer and filling of dispensers and ensuring bathrooms are fully equipped.

COSHH awareness

Recording and Monitoring under Health and Safety Legislation and Guidance

The storage of deliveries

**Desirable**

To have worked in a Kitchen environment

To have experience in the preparation and serving of meals

To have experience of Domestic and Cleaning Duties

Ability to Work as part of a team

Ability to work on own Initiative

Good Communication Skills

Awareness of Health and Safety requirements

Awareness of Food Hygiene

Basic preparation of food

Basic Knowledge of the safe use of cleaning materials and equipment