

Job Description

Sessional Catering Assistant

Job Title: Sessional Catering Assistant

Salary Grade: National Living Wage

Hours: Sessional, including regular evening, weekend and school holiday work

Location: The role is based at Oxenwood Outdoor Education Centre, Marlborough SN8 3NQ, with occasional catering support at Linkenholt Countryside Adventure Centre, Andover SP11 0EA
Head Office located at Hopton Park, Devizes

Supervisor: Catering Manager

Job Purpose

To support the efficient operations of the kitchen and catering facility at Oxenwood Outdoor Education Centre.

To work closely with the Catering Manager to ensure the requirements of bookings are met in relation to planning and providing the appropriate catering functions at our two outdoor education sites.

Main Responsibilities

1. Assist in the preparation, cooking and serving of food and beverages for user groups, as directed by the Catering Manager including, when required, requests for buffets for hiring and events for external customers.
2. Ensure that all equipment, cutlery, and crockery used is cleaned, maintained, and put away after meals.
3. Ensure the kitchen and associated areas are presented in a safe, clean manner and that all equipment is maintained and fit for purpose including the removal from use of any equipment that poses an unacceptable safety hazard.
4. Assist with the development and maintain a good variety and range of wholesome food and ensure that it is available for consumption at the direction of

the Catering Manager.

5. Where required, assist the Catering Manager with updates on stock requirements, undertake the receipt of deliveries in accordance with laid down procedures and follow stock rotation procedures.
6. Assist in any inspections required under Health and Safety Legislation, and, at all times work to our Food Safety and Health and safety policies.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for their own development, inform the line manager of any development needs, and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, data protection is adhered to, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This role is subject to an Enhanced DBS along with relevant background checks, references, probationary period, and completion of mandatory training requirements.