

Catering Assistant

What is the purpose of the job?

To ensure that catering within the establishment is to the standard required by the Company and Perry Scott Nash.

Duties

- To follow catering policy and procedures stated by The Childcare Corporation and Perry Scott Nash
- To communicate any relevant information required to follow the food and hygiene policy and health and safety procedures with all members of the team.
- To use the administration process appropriately to enable policies and procedures to be followed accurately.
- To ensure the legal aspects of health and safety are followed in line with The Childcare Corporation policies and procedures as set by Perry Scott Nash.
- To undertake all relevant training.

Catering

- To carry out all aspects of the Company's Food Standards Pack (When required):
 - Minimum standards
 - Within a budget
 - Recipe card system
 - Minimum wastage
 - Order from company product sheets
- To ensure all production, service and presentation of food is to, or above the Company's standard.
- To ensure the prompt service of all meals and breaks provided, are to the Company requirements.
- To ensure all catering activities are carried out in line with the pre-agreed budget.
- To ensure any comments regarding the catering operation - positive or negative, are noted and acted upon immediately.
- To purchase all supplies through agreed nominated suppliers (when required).
- To follow up supplier problems and report to Nursery Manager if unsatisfactorily settled (when required).

Communication

To maintain regular contact with the Cook and Nursery Manager and the Nursery Team.

Administration

- All legal requirements completed
- Signing of registration book when entering and leaving the Nursery
- Entering incidents in the accident book
- Following environmental services procedures and documentation
 - To take necessary action in the event of loss of food/property, damage, accident, theft or fire and formally report to the Company.

Legal Requirements

- To ensure all aspects of the 'Health & Safety at Work Act' are complied with in the

operation, with specific reference to:

- Safe working practices
- Hygiene practices
- Fire procedures
 - To react immediately to requests from Cook/Nursery Manager/ Catering Manager/Accounts/Wages.
 - To attend relevant training as discussed with Nursery Manager/Catering Manager
 - Cover all duties in times of cooks absence