

## THE COURTYARD TRADING COMPANY (THE COURTYARD FOOD AND DRINK)

### JOB DESCRIPTION

<b>Post Title:</b>	Catering Assistant	<b>Department:</b>	Trading Company
<b>Post Reference:</b>	CYT100/018	<b>Grade/Salary:</b>	Over 25s National Living Wage Under 25s National Minimum Wage
<b>Hours per Week:</b>	Casual, as-and-when required	<b>Based at:</b>	The Courtyard, Edgar Street, Hereford, HR4 9JR (but the post holder may be relocated in the interests of the efficiency and effectiveness of the organisation)
<b>Responsible to:</b>	Head Chef, Sous Chef	<b>Responsible for:</b>	

<b>Financial Responsibilities</b>	To assist in maximising efficiency in relation to the preparing of quality food in the cafe bar in order to achieve the Trading Company's financial targets in the Operational Plan.
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### Purpose of the Post

To assist in the efficient day-to-day running of the kitchen, including food preparation and service.

To ensure that hygiene regulations and licensing laws are complied with.

### 1. Duties & Responsibilities

- 1.1 To assist the Head Chef and Sous Chef in the preparation of all food for the catering operation at The Courtyard, as directed.
- 1.2 To work in an orderly and methodical way and ensure that all equipment and food preparation areas are kept clean and tidy.
- 1.3 To ensure that all floors and walls are kept clean, as per the schedule of cleaning.
- 1.4 To ensure that all washing up is undertaken at appropriate times.
- 1.5 To ensure at the end of each shift that the kitchen is left clean and tidy and ready for the next shift.
- 1.6 To assist with other appropriate duties, as and when required.

### 2. Stock Control

- 2.1 To assist with putting away of stock and deliveries, ensuring stock rotation is adhered to, the quality and quantity of goods is up to expectation and that any concerns are reported to the Head Chef.
- 2.2 To ensure that any wastage is recorded in the ullage book and the Head Chef is informed.
- 2.3 To ensure that Weights and Measures regulations are adhered to at all times.

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### **3. Health & Safety**

- 3.1 To have a thorough understanding of food hygiene and good working practices in line with Safer Food Better Business and to assist with the maintenance of accurate records and other current legislative requirements.
- 3.2 To ensure that all cleaning is undertaken with appropriate cleaning products and that these comply with COSHH regulations.

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### **3. Miscellaneous**

- 3.1 To be familiar and comply with all policies contained within the Staff Handbook and all other relevant policies and procedures, in particular ensuring that all statutory obligations are complied with, especially in relation to the Licensing Laws, Food Safety Act and Food Hygiene.
- 3.2 To raise the profile and promote the image of The Courtyard.
- 3.3 To be flexible and adaptable, and to perform any other duties within the organisation that from time to time may be required.
- 3.4 The post holder's duties must at all times be carried out in compliance with The Courtyard's Equal Opportunities Policy ensuring equality of opportunity is afforded to all persons both internal and external to The Courtyard, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

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### **4. Special Conditions**

- 4.1 The post holder must be at least 16 years old.
  - 4.2 The post holder will be required to work unsocial hours including evenings, Saturdays, Sundays and bank holidays, as the requirements of the job demand.
  - 4.3 This post is casual and will mean that you will only be asked to work on an as-and-when-required basis.
  - 4.4 This post does not qualify for overtime payments or enhancements.
  - 4.5 A uniform (provided) will be required to be worn.
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