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## THE COURTYARD TRADING COMPANY

### JOB DESCRIPTION

<b>Post Title:</b>	Catering Assistant/KP	<b>Department:</b>	Kitchen
<b>Post Reference:</b>	CYT100/009	<b>Grade/Salary:</b>	NMW/NLW
<b>Hours per Week:</b>	1 x 40 hpw role or 2 x 20 hpw roles	<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>	

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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.

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#### 1. Duties & Responsibilities

- 1.1 To ensure that all washing up is undertaken at appropriate times.
- 1.2 To ensure that all equipment and food preparation areas are kept clean, as directed.
- 1.3 To ensure that all floors and walls are kept clean, as per the schedule of cleaning.
- 1.4 To assist with day-to-day laundry, ie towels, dishcloths etc.
- 1.5 To assist with putting away stock and deliveries, ensuring proper stock rotation is adhered to.
- 1.6 To assist with the preparation of vegetables and garnishes
- 1.7 To dispose of all rubbish appropriately and in a timely manner.
- 1.8 To ensure at the end of each shift that the kitchen is left clean and tidy and ready for the next shift.
- 1.9 To undertake regular or deep cleaning in accordance with the cleaning schedule or as instructed by the Head Chef or their deputy.
- 1.10 To assist with other appropriate duties, as and when required.

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#### 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 or Sous Chef.
- 2.2 To ensure that any wastage is recorded in the usage book and the Head Chef is informed.

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#### 3. Miscellaneous

- 3.1 To be familiar with and comply with all policies contained within the Staff Handbook, and all other relevant health & safety, food hygiene, operational, personnel, data protection and financial regulations, policies and procedures.

- 3.2 To be flexible and adaptable, and to perform any other duties within the organisation that from time to time may be required.
- 3.3 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 *Working Hours:* this post is either full time (40 working hours per week) or part time (20 working hpw) – meal & other breaks must be taken in addition. The post holder may be required to work unsociable hours, including evenings, weekends and bank holidays, as part of their normal working week.
  - 4.2 *Holiday Entitlement:* The Courtyard offers 28 days' annual leave (pro rata for part-time staff), including bank holidays.
  - 4.3 The Courtyard does not normally pay for working over contracted hours and instead time off in lieu is given. However, there may be some exceptional instances where payment for working additional hours will be made.
  - 4.4 It is a requirement that appropriate protective clothing and footwear is worn. This will be provided by the company.
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