

Job Description

Job title	Catering Assistant
Reports to	Centre Manager/ Duty Officer
Direct reports	N/A
Grade	3
Salary range	£12.00 to £12.65 per hour

Job purpose

To assist in the provision of an efficient and effective catering service including provision of light refreshments.

Duties and responsibilities

1. Day to day preparation of hot and cold refreshments for customers and for meetings as and when required.
2. Monitor stock levels and liaise with Duty Managers regarding orders of consumables from suppliers.
3. To maintain a high level of hygiene, cleanliness and presentation to the standards required and ensure compliance with food hygiene regulations
4. Undertake cleaning duties including kitchen, floor areas and refreshment/viewing areas, washing of equipment and tables.
5. Potential involvement in overseeing a soft play area, cleaning and monitoring use.

Working conditions

Role involves unsocial hours including evening and weekend work.

Physical requirements

Some lifting, standing, walking, kneeling and crouching.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:



**North East
Derbyshire**
District Council

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance)
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Assistant Director Leisure
Date approved:	December 2021
Reviewed:	January 2025