Portsmouth CITY COUNCIL

Catering Assistant

Salary: Band 3 - £25,948 - £26,033 p.a. (£10,519 - £10,553 pro rata for 15 hours)

Hours per week: 15 to be worked from 11:00 - 14:00 Monday to Friday

Location: Somerstown Hub Café, Portsmouth

Contract type: Fixed Term Contract/Secondment for 6 months

What is the role?

To assist in the preparation, serving, and delivery of food and refreshments while maintaining high standards of cleanliness, customer service, food safety, and hygiene. This will involve:

- Assisting with the preparation and serving of food and beverages.
- Providing a friendly and efficient service to customers.
- Helping to set up and clear dining and service areas.
- Maintaining cleanliness in kitchen and dining areas.
- Washing dishes, utensils, and catering equipment.
- Following food hygiene and health and safety procedures.
- Assisting with receiving and storing deliveries.
- Replenishing food and beverage supplies as required.
- Reporting any maintenance, safety, or food quality concerns to manager.
- Supporting catering functions and events when required.

This job profile outlines the main duties and responsibilities of the post. The post holder may be required to undertake other reasonable duties consistent with the role.

Who is the person?

You need:

- Good communication & customer service skills.
- Ability to work as part of a team.
- Reliable and punctual.
- Ability to follow instructions and procedures.
- Commitment to maintaining high standards of cleanliness and hygiene.
- Previous experience in a catering or hospitality environment is desirable.
- Food Hygiene Certificate or willingness to obtain one is desirable.
- Knowledge of food safety and allergen awareness is desirable.
- Customer focus
- Teamwork
- Reliability
- Flexibility
- Attention to detail
- Health and Safety awareness

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

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