



Melbourn Community Hub

Job Description

Catering Assistant

Reports to: Catering Manager, Melbourn Community Hub

Job Purpose: To provide a catering service to users of the Melbourn Community Hub, covering both kitchen and café support duties.

Key Responsibilities:

Central Role

- To support the catering function from the kitchen during café operating hours, in particular the coffee and beverage services.
- To take, collect and deliver prepared orders from the kitchen to customers and assist them with further purchases as requested.
- To respond to customer requests for ordering, billing and to take orders and payments via card machine or cash.
- To greet customers on arrival or carry out café hygiene cleaning tasks as requested
- To carry out all functions in a way that ensures compliance to Health and Safety policy, together with hygiene routines and compliance to food standards regulations

Other Tasks

Assist as directed with -

- The training of volunteers and other staff that may be assigned to the café or kitchen
- The preparation of food
- The management of café takings and the cashing up process
- The ordering of food and catering supplies
- Stock control and stock rotation

General

- To provide a welcoming interface with the general public who use the Melbourn Hub
- To co-operate with and receive all necessary training to perform the role

Signed:

Date:

JT/February 2021