

## **JOB DESCRIPTION**

**POST TITLE:** Catering Assistant (CPU)

**DIVISION/UNIT:** Facilities Services

**GRADE:** 1

**RESPONSIBLE TO:** Production Supervisor

**RESPONSIBLE FOR:** N/A

### **Job Purpose**

Participate in the preparation, portioning and presentation of food within the CPU.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Ensure adherence to HACCP procedures and the accurate completion of all relevant monitoring documents.
5. Assist with the basic preparation and cooking of food.
6. Assemble and portion all menu items as instructed.
7. Comply with portion control guidelines to ensure that product yield is maintained at all times and food waste is minimised.
8. Ensure that the required presentation Quality Standards are met consistently.
9. Undertake general catering duties as directed.

### **NOTE**

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	2
Physical Coordination	2
Physical Effort	4
Mental Skills	1
Concentration	2
Communication Skills	1
Dealing with Relationships	1
Responsibility For Employees	1
Responsibility for Service to Others	2
Responsibility for Financial Resources	2
Responsibility. For Physical & Info	1
Initiative & Independence	1
Knowledge	1