

**JOB DESCRIPTION**

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| Job Title  **Hospitality and Catering Assistant** | |  | | |
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| Department  **Hospitality and Catering** | Team | | | |
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| Reports to (Job Title)  **Catering Supervisor** | | | |  |
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| Responsible for (number of supervisees) 0 | Job Grade | | | |
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| Location  **Cafe** | Contract Type  **P/T 16 hrs per week** | | | |
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“*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*.”

**Purpose of the Job**

To prepare evening meals for Young People who reside at YMCANS

To service meeting rooms/conference centre with drinks/buffets (additional casual hours) on occasions as required

To prepare and serve the lunch menu for staff and young people.

**Main duties and responsibilities**

Duties and Responsibilities:

* Prepare and serve evening meals for the Young People who reside at YMCANS
* Follow menus and recipes to ensure balanced, nutritious meals are provided
* Demonstrate an understanding for the need of budgeting, stock control, portion control to ensure the viability of the catering department.
* At the end of each shift clean the kitchen and ensure it is left ready for the next day’s service
* At the end of each shift complete required Health & Safety checks and complete the required paperwork
* Prepare buffet menus on occasion as directed by the Catering Supervisor (additional casual hours)
* Work with volunteers as directed by the Catering Supervisor when required
* Maintain an effective system of communication between the canteen and all other departments
* Respond quickly and effectively to any complaints from customers or staff and feedback any relevant issues to the Catering Supervisor
* To help with community meals
* Ensure the canteen area and meeting rooms are tidy and tables cleared regularly
* Carry out general cleaning duties in the canteen as required
* Carry out general administrative duties that may be required
* Undertake such other duties as may reasonably be required
* To undertake all YMCA core training and CDP
* Comply fully at all times with the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, and Health and Safety and to undertake training in these areas when required.
* Undertake such other duties as may reasonably be required.

**Person Specification**

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| **Personal Attributes** | **Essential (E) or Desirable (D)** | **Method of Assessment** |
| **Qualifications** |  |  |
| Level 2 Food Safety | E | A |
| Level 2 Hospitality and Catering | D | A, I |
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| **Experience** |  |  |
| Previous experience of cooking and food preparation | E | A, I |
| Previous experience of Stock Control | E | A, I |
| Ability to follow menus and recipes | E | A, I |
| Experience in a customer facing environment | E | A, I |
| Ability to complete routine paperwork | E | A, I |
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| **Knowledge** |  |  |
| Knowledge of Health & Safety Regulations | E | A, I |
| Knowledge of different dietary needs | E | A, I |
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| **Skills** |  |  |
| Basic user of Microsoft Word, Emails, Menus etc | E | A, I |
|  |  |  |
| **Abilities** |  |  |
| Ability to communicate effectively with other departments | E | A, I |
| Ability to work on own initiative with basic supervision | E | A, I |
| Ability to work flexibly and adapt to change | E | A, I |
| Flexible working hours to include weekends and holiday cover | E | A, I |
| **Other** |  |  |
| Demonstrates a can-do attitude | E | A, I |
| Confident, pleasant manner and smart appearance | E | A, I |
| Shows commitment to equality and diversity | E | A, I |

**A-Application Form, I- Interview**