  

# JOB DESCRIPTION

**Job Title: Part-Time Catering Assistant** (19.5 hrs per week)

**Reporting to:** Management, Truagh Development Association CLG Community Services

Programme.

**Job Purpose:** Your role as a Catering Assistant is to help in preparation of food and to take care of all aspects of hygiene in the kitchen.

# Main Duties & Responsibilities

* To provide support in the preparation and presentation of all foods in the kitchen.
* Assist in the preparation and serving of foods.
* Ensure kitchen facilities are maintained to a high standard including fridge, freezer, dry goods store, ovens, food preparation areas, sinks and floors.
* Continually address and implement good food hygiene requirements for food catering operations.
* Work effectively with other staff in the team
* To support the development of the catering section within the Community Services Programme
* Setting-up of main hall, reception area for functions, school lunches and other activities. This will include ensuring floors and windows are maintained to a high standard, setting-up of tables.

# Team work

* To work effectively with Management and Staff of the Community Services Programme to ensure high standards of services is provided and achieved at all times
* Maintain a good working relationship with Management and Staff

# Additional

* To perform any other reasonable duties
* Flexible working hours

# Job Specification

**Essential Skills:**

* Experience in catering, bakery or hospitality sectors
* Good food management skills in relation to food catering operations

 Storage, preparation of foods, cooking and serving skills

 Awareness of temperature control for various foods e.g. fridge/freezer

 Managing stock deliveries inward and outward

* Good workplace Food Safety & Hygiene knowledge
* Good Personal Hygiene knowledge
* Good time management
* Excellent food presentation skills
* Flexible approach to working including evenings and weekends
* Good communication skills
* Ability to work to own initiative

# Desirable Skills:

* Qualification in Catering and/or Cookery Certificate/Culinary Skills
* Hold a basic Food Hygiene qualification
* A full driver's licence & access to transport

# Personal Qualities

The successful applicant will be self-motivated and dynamic and have a commitment to Catering and Hospitality within a community setting. You will have a strong commitment to the aims and objectives of Truagh Development Associations’ Community Services Programme.

**Location:** Blackwater Valley Learning Centre