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# Example of Catering Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of catering assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for catering assistant

* Assist Catering Sales with collecting & routing favours
* Storage and movement of food stores throughout catering services
* To take cash and ensure efficient control and operation of cash register, where applicable
* To balance cash and till receipts, where applicable
* To operate the dishwasher and assist with the cleaning of pots and pans, where applicable
* To carry out basic food preparation duties as directed
* To ensure food portion control is maintained, where applicable
* To ensure the Unit is kept clean and tidy
* To assist with the cleaning of food service areas and kitchen / service equipment
* To carry out food temperature control monitoring

## Qualifications for catering assistant

* Qualified candidates must be organized, methodical and possess good time management skills with strong attention to detail
* Option to opt in for some of our shares schemes
* Chance to earn extra money with our Referral
* To participate and comply with all Food Related Policies
* To report any faults to the Coffee Shop Supervisor / Unit Manager
* To identify your personal training needs in conjunction with your manager, ensuring that learning is transferred to the work