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# Example of Catering Assistant Job Description

Our company is growing rapidly and is hiring for a catering assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for catering assistant

* To follow Health & Safety guidelines and training that commensurate with your duties
* To support our own free open culture to encourage effective & honest communication and trading to maintain our business values and to ensure that instances of business malpractice are detected and dealt with
* Promote and encourage the sustainability policy
* Keep your own and staff training records up to date
* Plan and implement annual events that encourages customer growth
* Complete and manage the quarterly FSM self assessments
* Plan regular communication links with all levels of staff
* Attend relevant managerial meetings and training
* Responsible for planning, coordination and management of services for University-wide catered functions
* Determines staffing needs, schedules employees, assigns duties and directly supervises any number of full- and part-time employees depending on the size, number and duration of events each day

## Qualifications for catering assistant

* Ensuring Food Safety and Health and Safety are followed at all times
* Experience in preparation of food on scale would be advantageous
* Be adventurous and have great food preparation knowledge on menu preparation
* Knowledge of computers and Microsoft office programs
* Computer , copier, fax, phones
* Ability to lift, push or pull up to 30 lbs independently