



# Catering & General Assistant

## job description



### the finer details

Which site am I based at?

Acorn House, Isleport

Which team am I a part of?

Logistics Support Team, Isleport

Who do I report to?

Head of Logistics

Who do I look after?

N/A

Do you have responsibility for a budget?

No

### the purpose of your role

You're responsible for supporting with the catering and hospitality at our Acorn House canteen (and other Yeo Valley sites as requested). You'll help with food production, preparation and other front and back of house services as required, in line with our Health & Safety and Food Safety procedures.

#### Your responsibilities:

- ♥ Serving Yeo Valley staff with hot and cold food as required and in line with department procedures
- ♥ Ensuring all displays, counters and seating areas are presented to the highest standards
- ♥ Front and back of house services as required Food Prep, kitchen Porter Duties, Wending and snack replenishment
- ♥ Completing daily and weekly tasks as directed and in accordance with Weekly and Daily procedures
- ♥ Observing and complying with all procedures relating to cash handling and security /Till operating/cash handling

### qualifications & experience

#### Essential:

- ♥ Excellent customer service
- ♥ Driving license
- ♥ Previous experience in a similar role ie. kitchen, catering, hospitality environment
- ♥ Food Hygiene Level 2

#### Desirable:

- ♥ Good communication skills
- ♥ Enjoys working in a team
- ♥ Computer literate

### HR use

Date of last review:

Job reference no:

Job level: 20

Job family:

TOGETHER



AMBITIOUS



DISTINCTIVE



TRUSTED