

Catering Job Family OAT

	Level 1
Food and catering	<p>Assist in the preparation, cooking and serving of basic food (hot and cold) and beverages using set recipes/specifications.</p> <p>Assist in waste materials removal and disposal</p> <p>Use of kitchen equipment, knives for food preparation.</p> <p>May be required to undertake first aid duties.</p>
Resources	<p>Refill and replace sauces, condiments and other consumables</p> <p>Assist in proper storage and stock control of chemicals and foodstuff.</p> <p>Take money for meals and operate a cash register.</p>
Cleaning and setting up serving and dining areas	<p>Undertake cleaning and washing up as directed in the kitchen, serving and dining areas</p> <p>May assist with moving and setting up dining areas</p>
Systems, policies and procedures	<p>Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times</p> <p>Works to set standards and maintains consistent standards</p>
Team involvement	May demonstrate own duties to new or less experienced staff
Building professional relationships	<p>Exchanges information with other catering and dining staff.</p> <p>Interaction with pupils to establish their needs</p>
Record keeping and information management	<p>Count cash and reconcile with the till report.</p> <p>Maintain basic records such as food temperatures where required.</p>
Problem solving and decision making	Identify straight forward solutions to simple problems
Knowledge, skills and experience	<p>Basic food hygiene required</p> <p>Willingness to undertake health and safety training</p>

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	<p>Basic food preparation skills required</p> <p>Basic numeracy to understand weighing and till reconciliation</p> <p>Basic literacy to read instructions</p> <p>Previous catering experience desirable.</p> <p>First aid at work may be a requirement or paediatric first aid</p>
Physical demands and working conditions	<p>Required to stand for long periods with some carrying of weights</p> <p>Some exposure to heat and noise in the kitchen</p>

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