

JOB DESCRIPTION

Post: Erskine Veterans Activities Centre (EVAC) Catering/Activities Assistant

Reports to: EVAC Manager

Main Purpose of the job

The post-holder will have responsibility for the provision of a high-quality catering service to participants, stakeholders and visitors in EVAC ensuring that it is maintained to the standard of quality measures of Erskine. As a Catering/Activities Assistant you will support activities within the EVAC's and will be required to meet the developing and operational needs of the service.

Duties/Responsibilities

1. Basic food preparation, plate and serve food and beverages
2. Ensure the cleanliness of all catering related areas is maintained to the standard of quality measures of Erskine as laid out in Erskine's Safe System of Catering
3. Maintain high standards of personal hygiene and appearance
4. Cash handling in dining areas on daily basis, consolidate and banking of monthly lunch contributions.
5. Support the Activities Coordinator with activities when required and be involved in the planning of activities, outings and events.
6. Communicate with the participants, stakeholders and visitors in a helpful and pleasant manner at all times.
7. Support the wider EVAC team in events, celebrations etc and interact with EVAC participants in keeping with the member led ethos of the Centre.
8. Operate, at all times, with safe working practices with due regard to Health & Safety Regulations, Food Safety Act, COSHH, Control of Infection, Waste Disposal, etc. in accordance with legislative requirements and the policies and procedures of Erskine
9. Report all accidents and incidents as required
10. Report all equipment repairs and faults immediately to EVAC Manager
11. Any other duties within the scope of the role, or as required by the EVAC Manager

PERSON SPECIFICATION

No	Applicant criteria for post	Essential	Desirable
	Qualifications & Experience		
1.	Previous experience / knowledge gained in a catering environment	√	
2.	Elementary Food Hygiene Training or willingness to complete	√	
3.	Knowledge and understanding of COSHH		√
4.	Experience with safe working practices with due regard to Health & Safety Regulations, Food Safety Act, COSHH, Control of Infection, Waste Disposal, etc. in accordance with legislative requirements		√

5.	A positive can-do attitude	√	
6.	Ability to work as part of a team and on their own	√	
7.	Good time management	√	
8.	Experience of working in an activity or group setting. This can be via work or voluntary hobby basis .		√