

The Bridge Project Sudbury

Job Description

Job Title	Catering Assistant
Reports To	Café Manager
Place of Work	Brundon Lane Cafe
Hours of Work	tbc
Times of Work	By rota over 7 days, between 7.30am and 3pm
Salary	£17077 pro rata
Annual Leave Allowance	25 days per annum plus bank holidays pro rata
Purpose of Role	To provide support in all areas of kitchen work, serve customers and undertake deliveries
Key Relationships	Catering Assistants Café manager Drivers Volunteers
Key Tasks <ol style="list-style-type: none">1. Take orders for delivery lunches and organise delivery bags, checking any special requirements.2. Customer service in cafe3. Lunch and general food and drink deliveries4. Food preparation including making beverages, salads and sandwiches to order.5. Washing up and cleaning of kitchen and café area6. Work additional hours to cover events, holidays and other periods of absence.	
Responsibilities General to All Bridge Project Staff	
Flexibility of Role	The above represents the key duties of the staff member. In addition the postholder will undertake any additional tasks assigned to them by a member of the Senior Management team in order to support the day to day running of The Bridge Project.
Flexibility of Location	The postholder may be required to work at alternative locations according to The Bridge Project's needs.

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Confidentiality, Data Protection, Freedom of Information and Computer Misuse:	All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with The Bridge Project policies and legislation on confidentiality, data protection, freedom of information and computer misuse.
Communication:	All staff should commit to communicating with all clients and colleagues to the highest professional standards.
Health, Safety, Security and risk management:	All staff are required to adhere to and act consistently with all relevant health and safety legislation and The Bridge Project policies and procedures in order to ensure that their own and the health, safety and security of others is maintained. This will include identifying and reporting all risks to health and safety, security of equipment and property, use of necessary safety devices and protective clothing.
Equality and Diversity:	All staff are required to actively promote The Bridge Project's commitment to equality and diversity by treating all clients, colleagues and visitors with dignity and respect and comply with related policies.
Mandatory, job related training and Continuous Professional Development:	All staff are required to take a proactive approach to their own personal development in order to ensure that skills are aligned to the demands of the role as it evolves and develops to meet The Bridge Project's changing needs. This will include full participation in any Bridge Project personal reviews.
Safeguarding children and vulnerable adults:	All staff have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.
Associated Responsibilities:	Those roles which are dependent upon the postholder possessing a full UK or EU driving licence may be subject to review if the postholder subsequently loses their driving licence.