

# CALDERDALE & KIRKLEES CAREERS

## WORK EXPERIENCE - JOB DESCRIPTION

**JOB NUMBER:** 00001

**JOB TITLE:** Catering Assistant

**Description of duties:** following induction into the company's health and safety policy, working in the public and staff restaurants the student will gain an insight into food hygiene regulations and may assist with: measuring and mixing, cold food preparation i.e. garnishes, sandwiches, vegetables, puddings. General housekeeping duties including cleaning of work area, washing up, clearing away. Additionally the student will greet customers, lay and clear tables, serve at table and assist with customer service. The student will be supervised at all times whilst working.

Hours: **Monday – Friday, 9am – 4pm with 1 hour for lunch. Lunch is provided.**

**Dress:** full flat enclosed footwear having slip resistant soles and heels. The student must: have short, clean unpolished nails, not wear jewellery, no short skirts, low cut tops, bare midriffs. Long hair to be tied back. Attention should be given to personal hygiene. No perfume to be worn.

**Additional Information:** the student will need to have a pleasant and polite personality with good communication skills and an interest in this kind of work. The student should not be afraid to ask questions, if instructions do not seem clear. In the event of sickness during placement the student must inform the employer. Mobile phones must be switched off during working hours. Any open wounds must be suitably covered. **All incidents or accidents whilst on placement must be reported to C&K Careers on telephone number 01484 226755.**

**Under the Health and Safety at Work Act 1974, students are classed as employees and will be subject to health and safety regulations that legally require them to take proper care of themselves and others. It is an offence to misuse or interfere with anything provided in the interest of health and safety.**

### HEALTH AND SAFETY INFORMATION

Significant risks central to this placement have been reduced by the employer as far as is reasonably practicable. In addition to this, due to the immaturity and inexperience of the young person, the following prohibitions and restrictions have been put in place and must be strictly observed - **the student will NOT: use food processing machinery / deep fat fryers / ovens or hot grills, lift or handle heavy / hot / awkward loads beyond own capabilities. After suitable training and under supervision the student may be permitted to use knives.**

Thereafter the possible risks relevant to duties and environments within this workplace are **slips, trips, falls, cuts, burns and scalds**. Wherever appropriate and practicable these are controlled by means of induction, instruction, protective clothing, safe handling methods, training and supervision.

**Health factors:** students having epilepsy, diabetes or any other medical conditions, including recent stomach complaints or colds, must inform the employer.

***Students must ring the employer before their work experience placement begins. An interview may be required. Failure to contact the employer will lead to withdrawal of this placement.***

**EMPLOYER:**

**CONTACT:**

**TEL NO:**

The student will be required to comply with the company's health and safety policy, security procedures and confidentiality requirements.

I agree to my son / daughter undertaking the work experience placement as detailed above.

**SIGNATURE OF**

**PARENT/GUARDIAN:** ..... **STUDENT:** .....