



Canteen Assistant Job Description

1. Job Purpose

The primary function of this post is to assist in the preparation of food to be served throughout the school canteen. To maintain the highest hygiene standards and maintain a safe and healthy environment for students and faculty. To provide full, high-quality service to our customers.

2. Primary Duties

It is the duty of the Canteen Assistant to: -

- Assist in the daily operation of the canteen.
- Operate the POS systems.
- Maintain the highest hygiene standards in the kitchen.
- Keep the work area clean.
- Removal of garbage
- Prepare sandwiches and salads according to strict guidelines.
- Maintain a safe work environment.
- Making sure all equipment and utensils are stored in their correct place.
- All utensils, cookware, dishes, cups and glassware are clean and hygienic.
- Perform all cleaning, washing and preparation duties in the kitchen and storage areas.
- Keeping equipment, fridges, ovens, work surfaces and floors clean and hygienic
- Maintaining the kitchen and cleaning supplies inventory

3. Background Information

Mise en Place Ltd. has been catering the Cayman Islands' most memorable events for over 20 years. It has earned a reputation of being one of the best in quality, service, versatility and creativity – providing its clients with positive, unforgettable culinary experiences. Each team member contributes to maintaining the high standards that have been set.

Mise en Place Ltd is made up of a group of companies which includes-

- A main commercial operation trading as Mise en Place
- Events planning and execution
- A commercial bakery
- A pizzeria
- Schools Canteens

Each of these companies provide high quality service to public and private clients and the role of Canteen Assistant is vital in ensuring that the quality of service is maintained.

4. Knowledge, Experience & Skills

- The post holder must have basic food and hygiene knowledge. Certification is an advantage.
- The post holder must be able to work under pressure while maintaining quality service
- The post holder must be able to work as part of a team, with good interpersonal and communication skills



- Must be able to take and follow instructions.
- Must be able to prioritize and use own initiative.
- Must have stamina as the job requires the ability to stay on their feet for long periods of time
- Must be able to work efficiently without constant supervision
- Must be fully literate in English (both written and oral) to read and understand items such as instructions, warning labels on chemicals, equipment manuals
- Hygienic (have excellent personal hygiene and have a good working knowledge of hygienic food handling)
- Some experience in a commercial or fast paced kitchen is an advantage.
- Must participate in Child Protection Training

5. Assignment of work

Work is generated by the schools' supervisors and the demands of the customers.

The post holder could be assigned to any of Mise en Place Divisions.

6. Working Relationships

The Canteen Assistant reports to the Schools Chef in the first instance.

Will receive directions from Cooks and other kitchen staff.

Will be part of a team of Canteen Assistants but will interact with all staff members within the organization from time to time and may interact with outside clients.

7. Problem / Key features

The Canteen Assistant must possess good time management skills.

Must be able to follow all hygiene rules as they relate to nails, hair covering, and other personal hygiene practices.

The post holder will need to maintain professionalism in cases of conflict and adversity; in addition, must be cognizant of the fact that they will be working within a diverse workforce and be sensitive to cultural and other differences.

Working in a fast-paced environment can be challenging as staff work in close confines with each other daily.

The postholder is required to be on their feet for several hours a day.

The kitchen can become noisy.

They work with a variety of hot surfaces, chemicals and solvents so safety is always a primary concern.

8. Working Conditions

This job does not require weekend work as a general rule, but staff may be asked to assist if there are unusual circumstances requiring their presence. Flexibility, therefore, is important.

Successful and motivated Canteen Assistants have many advancement career opportunities including Cook/Chef training and in Customer Service or further Mise en Place Ltd. positions.

Post holder will receive all statutory benefits. i.e. Health Insurance, Pension and daily lunch



Only persons who are qualified will be contacted. Caymanians and PR Holders are encouraged to apply and will be given first preference.

To apply, please visit: <https://miseenplace.bamboohr.com/careers>