

## Company Canteen Assistant

### Job Purpose:

To ensure smooth operations in food and beverage preparation, compliance with hygiene standards, and support in storage and cleaning tasks, as outlined. (Hoffmann Canteen System)

### Responsibilities and Duties:

- 1. Oven Operation and Safety Monitoring:**
  - o Proper preheating of the oven.
  - o Ensuring presence in the vicinity during oven operation for fire safety compliance.
- 2. Food Preparation and Organization:**
  - o Handling and processing of frozen foods (ready-to-eat-meals) and labeling dishes after preparation.
  - o Maintenance and management of the meal list: recording orders and organizing new orders as per customer requests.
- 3. Inventory and Stock Management:**
  - o Inspecting, sorting, and storing freshly delivered goods.
  - o Refilling beverages and other consumables as needed.
- 4. Cleaning and Hygiene Tasks:**
  - o Regular defrosting and cleaning of freezers.
  - o Performing general cleaning tasks to ensure cleanliness in work areas.

### Qualifications and Requirements:

- Hygienic and careful working methods
- Understanding of safety regulations (e.g., fire safety).
- Team player with a flexible approach to work.

### Working Hours:

Noon between 11 am and 1 pm and by arrangement