



JOB DESCRIPTION	ISSUE DATE: 27/05/2025
TITLE: FOOD SERVICE ASSISTANT INTERN @ Main Campus	PAGE 1 OF 2

2 Positions are available

Position: Food Service Assistant Intern

Department: Hospitality Department

Departmental Manager: Hazel Timm

Job Purpose

To ensure that:

1. Meals preparation functions are concluded within the time frame requirements.
2. Kitchen hygiene, health and cleaning are maintained according to legislative requirements.
3. Meals services are provided in support of operational functioning.

General:

In addition to the activities listed below the job holder will also adhere to the following:

1. Adhere to Quality Management and associated processes and procedures as defined in the Quality Management System of the Southern African Wildlife College (SAWC)
2. Adhere to all requirements of SAWC in the execution of responsibilities.
3. Set a high standard of performance by example attitude and behaviour.
4. In addition to the activities mentioned you could be required to handle tasks to ensure the optimal functioning of organisational systems.
5. Treat all project and company information as highly confidential.
6. Act according to the Code of Conduct of the company.

Job Description: Daily; Monthly; Quarterly; Annually

1. Responsible for the delivery of FOOD PREPARATION services by
 - 1.1 Preparing meals according to food preparation standards, quantities and organisational requirements.
 - 1.2 Store food items safely and hygienically according to food preparation standards and organisational requirements.
 - 1.3 Serve meals in the required quantities at the required times/intervals as per organisational requirements.
 - 1.4 Maintain food preparation standards.
 - 1.5 Exercise portion control.
 - 1.4. Food waste and litter removal according to health and hygiene requirements and standards.

- 1.5. Taking stock and reporting on stock items as it applies to the food preparation service at pre-determined or communicated intervals.
2. Responsible for OCCUPATIONAL HEALTH, HYGIENE AND SAFETY by
 - 2.1 Adhering to Occupational Health and Safety requirements as it applies to own area of operation.
 - 2.2 Adhering to Health and Hygiene requirements as it applies to own area of operation.
3. Responsible for KITCHEN CLEANING SERVICES by
 - 3.1 Keeping the kitchen and dining areas clean and tidy in accordance with health, hygiene and organisational requirements by
 - 3.1.1 Dusting surfaces.
 - 3.1.2 Polishing wooden surfaces in the kitchen and dining areas.
 - 3.1.3 Sweeping floors and surfaces in the kitchen and hospitality operational environment.
 - 3.1.4 Waxing and polishing floor surfaces – cemented or tiled (ceramic or vinyl).
 - 3.1.5 Washing and cleaning food preparation utensils and equipment.
 - 3.1.6 Deep cleaning of kitchen equipment and surfaces on a monthly basis.
 - 3.1.7 Disinfecting surfaces as per organisational requirements.
 - 3.1.8 Removal of litter and waste items.
 - 3.2 Ensuring that kitchen linen is laundered as per organisational requirements.
4. Liaise with MANAGEMENT by
 - 4.1 Attending meetings if and when required.
 - 4.2 Providing reports and records relevant to own area of responsibility.

Educational requirements:

i.e. the minimum level necessary to perform the job to experienced worker standards.

School:	Matric
Tertiary:	Recognised Food preparation qualification will be preferable
Other:	General physical fitness is a requirement

Applicants must comply with the FirstRand Bank requirements:

The qualifying criteria are:

- Youth aged 18 – 34
- A South African-born citizen living within 50km of the work premises
- Unemployed – no full-time work before, only part-time or of a casual nature
- Minimum matric qualification but can be graduates
- Not participated in the FirstJob programme before

Experience:

MINIMUM relevant experience required for appointment to this position expressed in periods of time, areas of activity jobs.

- Communication Literacy at NQF level 2 or higher is a requirement.
- Ability to communicate with a wide range of individuals at different levels.
- Strong service orientation.
- Ability to conduct own job requirements with little or no supervision.
- Strong team player.
- High levels of interest in food preparation and cooking a recommendation.