

## Terms of Reference for Catering Assistant

1. Prepare daily checklist for dry supplies, bonded items and equipment for each flight as per flight schedule.
2. Prepare meal order for the following day's flights as per the passenger figures obtained. Pass on to production the meal order and requisition for bakery items.
3. Ensure that all catering provisions are assembled and loaded onto the aircraft as per checklist without missing out/overlooking any items. Inform flight handling in-charge in case of any shortage of dry, bonded or equipment, reading materials.
4. Monitor the movement and usage of floating equipment such as food containers, cutlery, crockery and other catering items. Collect damaged/broken equipment in one place for monthly write-off.
5. Obtain signature from flight purser during handing-taking of catering provisions and compare return/consumption from incoming flights and ensure all return are accounted for and signed on the checklist.
6. Record daily meals supplied on board and get signature of respective flight purser.
7. Ensure BC magazines and newspapers are supplied on board without any inconsistency in standard. Maintain record of the same and its daily upliftment on board. Monitor stock for re-ordering.
8. Carry out quality control inspection during final setting of all catering provisions and take necessary corrective action in case of non-conformities.
9. Supervise the staff under the unit, monitor their input and delegate job responsibilities as per job description or adjustment where necessary.
10. Arrange VVIP/VIP equipment settings and maintain inventory of the said items/equipment.
11. Co-ordinate activities such as tray setting, drinks setting, meal handing-taking (b/w food production), transportation and aircraft loading, receiving incoming flights, offloading trolleys and catering items, recycling/sorting until all necessary arrangement of supplies and presetting for the flowing day is complete.
12. Record work timing of staff and ensure everyone logs in and out in the duty register.
13. Any other related duties as assigned by catering management.

