

# Job Description

## Job Title: Catering Assistant

## Company: OCS

Salary LLW (£14.80) – 6 months 16 hours per week – working days TBC – Moorgate

### About This Role

This internship is funded through Full Potential Lambeth and is designed to give a young person (aged 17-25) real, practical industry experience while being paid the London living Wage.

OCS UK & Ireland is a leading facilities management company with 50,000+ colleagues and a turnover in excess of £2bn. We deliver innovative, award-winning services within facilities management, hard services, cleaning, security and catering.

Our mission is to make people and places the best they can be for our colleagues, customers and the communities we serve. Our commitment to doing business the right way is rooted in our TRUE values - **Trust, Respect, Unity, and Empowerment**.

### Skills & Qualities We're Looking For

- Enthusiasm and curiosity – someone who is keen to get involved, ask questions, and bring energy to the team.
- Reliability and commitment – turning up on time, following through on tasks, and showing pride in your work.
- Eagerness to learn – an open mindset, ready to gain new skills, try new things, and take on feedback.
- A proactive approach – willing to have a go, take initiative, and contribute ideas.

### Key Responsibilities

As part of your role, your key responsibilities will include, but are not limited to:

- Help with food preparation tasks such as peeling, chopping, trimming, and making sandwiches and salads
- Be responsible for maintaining cleanliness in the kitchen area and equipment. This includes cleaning utensils, tableware, and catering stations
- Assist with receiving and unpacking all deliveries, ensuring that the food and supply storage areas are organised

- Serve food items to customers in accordance with the menu prepared by the Chefs. Our General Assistants may also act as a host/waiter when needed in events
- Top up Vending services

## How to Apply:

To apply, please send a CV and cover letter to: [kellie.newell@ocs.com](mailto:kellie.newell@ocs.com)

**Subject:** Full Potential Lambeth – Catering Assistant – [Your Name]

- Your cover letter should be no more than 500 words and include:
- A brief introduction to who you are
- Why you would like to join the company
- Relevant skills and experiences for the role
- What interests you about working in this sector

**Closing date:** Monday 9<sup>th</sup> of March 2026