

## Job Description

Job Title	CATERING ASSISTANT
Salary Range	Support Scale, Fixed Point 20 £23,555 per annum, pro rata
Department	Health and Safety
Hours per Week	20, in 38 term-time weeks per year
Terms of Employment	Part-time Term-time Only Support Contract
Annual Leave Entitlement	Pay includes 7 weeks' annual leave and bank holiday entitlement pro rata*
Responsible to	Health & Safety Manager via Catering Services Manager

\*Total pay is divided into 12 equal monthly payments to ensure consistent pay throughout the year

### **Job Purpose:**

- To undertake a range of catering services and retail duties including supporting the delivery of hospitality orders, food preparation, food service, cleaning tasks in the Lounge, helping in the Retail shop and other duties as required.

### **Key Tasks / Responsibilities:**

- Support the high-quality delivery and clearance of hospitality services to internal and external customers.
- Assist in the college retail shop to cover breaks and holidays, as required in term-time, providing excellent customer service and assisting with restocking, stocktaking and deliveries.
- Adhere to the College's compulsory hygiene systems and food hygiene regulations as part of a daily routine.
- Co-operate with, and assist students when they undertake work experience within the various catering services and retail operations.
- Clean the Lounge, kitchens and surrounding areas including equipment and other general cleaning duties to high standard of hygiene appropriate to the food industry, as required by the Catering Services Manager, Catering Supervisor or their nominee.
- Maintenance of cash control procedures in line with college audit requirements, including the use of tills and cash collection.
- Other duties commensurate with the grade of post as required, which may include duties in any part of the College, its annexes or other external venues.

### **College Responsibilities:**

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

## Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a professional catering and retail operation/outlet</li> <li>• Experience of providing a service to customers in a catering/hospitality/retail setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education environment</li> <li>• Experience of supporting students on work experience</li> </ul>	Application form Interview
Qualifications	<ul style="list-style-type: none"> <li>• Food Hygiene qualification (a good candidate will be supported to achieve asap after appointment)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Hospitality and Catering</li> </ul>	Application form
Skills / Abilities	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> <li>• An understanding of good customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy</li> </ul>	Application form Interview
Personal	<ul style="list-style-type: none"> <li>• A pleasant disposition and willingness to adapt to people and circumstances</li> <li>• Dress in professional work wear to College standard. (Jewellery may only be worn at the discretion of the Catering Services Manager)</li> <li>• A reliable and flexible approach to work and commitment to the achievement of excellence</li> <li>• An understanding of the needs of students with learning difficulties or disabilities</li> <li>• Suitability to work with young people and vulnerable adults</li> </ul>		Interview



# Our Values



## Collaborative

### Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



## Inclusive

### Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



## Aspirational

### Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve