



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Catering Assistant
<b>REPORTS TO:</b>	Catering Manager
<b>SALARY:</b>	SSP3 24,759pa. Actual <b>£13,427pa</b>
<b>WORK PATTERN:</b>	25 hours per week Mon Fri 9am to 2pm Term Time 183 days
<b>CONTRACT:</b>	Permanent

### **PURPOSE OF THE ROLE**

To provide a high standard of service working as part of the catering team and to perform a variety of tasks and duties as directed by their supervisor/line manager.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Serving students from all counters and operating tills
- Assist in production of food when required
- Wash pots, pans, work surfaces, cleaning and sanitising and completing relevant paperwork
- Keep up to date with Health and Safety requirements and developments, undertake working practices in compliance with the college Health and Safety Policy and COSHH regs.
- To ensure a clear and safe working environment for staff and students
- Keeping all stock areas organised
- Undertake duties as necessary to ensure the smooth operation of the catering department
- Work efficiently and effectively as a member of a team and on own initiative.

### **In addition to the above mentioned attributes the successful candidate will be expected to:**

- Support effective safeguarding of all young people throughout the College
- Attend as necessary, meetings of all College Staff.
- Adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.

- Undertake any such other duties as may be required, commensurate with the post which does not change the character or purpose of the post which are necessary to maintain outstanding standards.
- Contribute to the overall ethos/work/aims of the College and adhere to the College culture.
- Participate in training as required and attend departmental meetings as required.

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.** We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

**LEON RILEY**

**Principal and Chief Executive**

**Employee signature: ..... Date: .....**

**Line manager signature: ..... Date: .....**

## Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

QUALIFICATION & AWARDS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHODS
Food Safety L2 (or willing to undertake)	E	AF I
Health & Safety L2 (or willing to undertake)	E	AF I
KNOWLEDGE & EXPERIENCE		
Previous experience of a catering environment, ideally in an educational setting	D	AF I
SKILLS & ATTRIBUTES		
Have an excellent aptitude for practical based work and be able to undertake practical tasks safely and effectively	E	AF I
Good customer facing attitude – warm & welcoming	E	AF I
Able to work as part of a team and independently	E	AF I
Have good communication and interpersonal skills with colleagues and students in a variety of ways	E	AF I
Have good level of organisation skills, able to prioritise the workload and meet deadlines	E	AF I
ADDITIONAL FACTORS		
Suitability to work with children and young adults	E	AF
To work additional hours if required	D	AF I