

JOB DESCRIPTION

Job Title Catering Assistant

Responsible to Catering Manager

Accountability Director of Estates

Job Purpose

- To deliver a high quality catering service to students and staff.
 - To undertake operations connected with the organisation, preparation and serving of meals including associated cleaning duties.
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Key Responsibilities

- Presentation of food and beverages, in accordance with menus and specified standards.
- Transporting and serving or organising the service of meals to students, staff, visitors and all other customers of the Hospitality and Catering Department.
- Preparation for function menus.
- Safe operation of all catering equipment eg dishwashers, fridges etc.
- Cleaning of catering equipment/furniture and areas of the Department including staff cloakroom as required.
- Ensuring that customers are treated with courtesy at all times.
- Maintenance of a safe and hygienic work environment.
- Day to day supervision of trainees and apprentices as required.
- Attendance at team meetings and 1-2-1 reviews.
- Cash handling, ie tills.

Responsibilities Common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which

objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.

- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Vision, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the post holder.

PERSON SPECIFICATION

Essential

- Maths and English Level 2
- Food Hygiene certificate
- Attention to detail
- Understanding of customer service
- Flexible attitude
- Previous experience in a large scale catering environment
- Food Service
- Function catering
- Interest in the welfare of young people
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults

Desirable

- BTEC or NVQ equivalent in a catering related subject
- Menu costing