

Job Description

Catering Assistant

Reports to:	Chef Manager
Pay Scale:	Point 2 of the SFCA Support Staff pay scale, actual pay £14,610.64
Key Working Relationships:	Catering Staff
Hours of Work:	35 hrs per week, 190 days a year 7am – 2.30pm, Monday – Friday, including a 30-minute break.

Key purpose of role:

The postholder will be responsible to the Chef Manager for varied duties within the catering team and will provide an efficient, flexible and friendly service to staff and students using the Coffee Shop and Cafeteria.

Main Responsibilities:

The postholder will:

1. Provide support to the catering department by:
 - a. Assisting with the preparation of food items for sale
 - b. Serving customers on the counter
 - c. Till work and cash handling as required
 - d. Updating the till system as and when required
 - e. Assisting with cleaning equipment and tables when required
 - f. Cleaning and filling vending machines on a regular basis around the college (involves lifting)
 - g. Keeping kitchen and associated areas clean at all times
 - h. Assisting with receiving deliveries
 - i. Participating in any training required
 - j. Assisting other teams as necessary.
2. Any other reasonable duties as required.

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

The post holder will also:

1. Contribute to the College's Quality Assurance processes as required.
2. Participate in the College's Staff Professional Development and Review Scheme as required and attending training and development as appropriate to the role.
3. Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding and Equality and Diversity.
4. Demonstrate positive behaviours and day-to-day commitment to the College's Core values of Excellence, Care, Diversity and Integrity.
5. Demonstrate commitment to own continuous professional and personal development.
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal.
7. This job specification is subject to annual review by the Chef Manager. Any changes in substance or interpretation will be implemented after consultation with the post holder.

Health and Safety Responsibilities of all staff, including apprentice(s):

1. Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with EN Policy.
3. Ensure that personal protective equipment (PPE) provided for their safety is maintained and used appropriately and that any problems are reported immediately to their line manager.
4. Report any health concerns to line manager or HR Team which may be work related or which may affect his/her ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by the line manager.
6. Comply with College and departmental H&S procedures relevant to their particular area and systems of work including emergency procedures.

Signed (postholder)	
Date	

PERSON SPECIFICATION: CATERING ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS		At least 5 GCSE grades at C and above including English, Maths (or equivalent level 2 awards e.g. Key Skills Level 2) or willing to obtain within first year of appointment	Application Certificates
KNOWLEDGE/ UNDERSTANDING	Able to demonstrate understanding of the principles of Safeguarding and Equality and Diversity as relevant to needs of post	A good knowledge of health and safety relevant to the role	Application Interview References
EXPERIENCE		Experience of working in a catering environment Experience of dealing effectively with customers and handling payments	Application Interview References
SKILLS/ABILITIES	Good customer service skills Able to communicate confidently and courteously with staff and students Able to work well as part of a team Able to work well under pressure during busy periods Competent in the use of relevant IT		Application Interview References
ATTRIBUTES	Resourceful and flexible Treat others with respect Approachable and friendly Positive attitude and commitment to excellence		Interview References