JOB DESCRIPTION

Job Title:	**Service Assistant**
Responsible to:	**Chef Manager**
Department:	**Catering**
Salary Grade:	**Hourly Paid**

JOB ROLE

In your role as Service Assistant you will support the Chef Manager and work as part of the catering team to help with food preparation and food service. Setting up of service areas, and any other duties as required by the chef manager within our department. To maintain a clean, safe and hygienic environment in line with college procedures and statutory legislation for Health and Safety and food hygiene.

KEY DUTIES

1	To assist with the basic preparation of food and refreshments, which will be anything from salad prep to assisting with main meals and food for other catering areas.
2	To assist with the care, cleaning, and maintenance of all kitchen equipment and report any issues as required.
3	To prepare the dining areas for service and serving of foods and any restocking.
4	To assist with the supervision of students whilst cleaning and tidying the dining area during the main lunch break.
5	Excellent customer service skills.
6	Adhering to all food hygiene and health and safety practices and management systems.
7	To assist with college hospitality functions and any open events.
8	To assist with the general daily cleaning of the kitchen and associated areas, including washing-up sweeping and moping.
9	To maintain the agreed standard of dress and appearance.
10	To comply with and promote the policies and procedures of the college.
11	To work in a safe manner at all times having due regard for others and food safety and health and safety legislation.
12	To attend and undertake training courses commensurate with your duties.
13	To operate the cash tills and undertake cashier duties in accordance with college procedures.

STANDARD CLAUSES – All Job Descriptions

All employees of Sandwell College are required to:

1	Comply with all College policies, procedures, and codes of practice.

2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	English and Maths GCSE (or equivalent) at Grade C or above	✓	
1.2	Preferably possess a qualification in Catering		✓
2.	**Experience**		
2.1	Knowledge of current food hygiene and health and safety requirements	✓	
2.2	Experience of working in a catering or hospitality environment	✓	
2.3	Previous experience working within catering in an educational setting		✓
2.4	Be able to demonstrate excellent interpersonal skills	✓	
2.5	Be able to work as part of a team	✓	
3.	**Skills/Abilities**		
3.1	Good communication and interpersonal skills; able to relate to young people	✓	
3.2	Able to respond in a calm and appropriate manner under pressure	✓	
3.3	Commitment to Equal Opportunities	✓	
3.4	Willingness to undertake further appropriate training	✓	
3.5	Ability to work to tight deadlines and under pressure	✓	
3.6	Full clean driving licence with access to a vehicle.	✓	