

Job Description: Catering Assistant

Role Specific

1. Assist the catering team with the preparation, cooking and service arrangements within the Refectory/Canteen
2. To ensure that all customers have a positive experience by anticipating customer needs and by providing a friendly, efficient service to encourage repeat custom.
3. Assist with the serving of meals, ensuring correct portion control
4. Assist with general kitchen duties including cleaning and preparing the dining area
5. Assist with college events and hospitality.
6. Ensure all procured food and supplies are of a quality standard
7. Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy
8. Report immediately any machinery faults to the Catering Manager
9. Maintain a high standard of personal cleanliness and hygiene
10. Ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety
11. Ensure high expectations of behaviour for all students, and effectively manage the behaviour of students where required
12. Any other duties within the post holder's capability as directed by the Catering Manager.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Catering Assistant
Qualifications and Attainments	Essential / Desirable
Minimum of 5 GCSE qualifications (or equivalent) including grade 4 or C in Maths and English	Essential
Basic food hygiene certificate	Essential
NVQ Level 2 in Catering and Hospitality	Desirable
Advanced food hygiene certificate	Desirable
Training, Experience and Knowledge	
Experience of working within a busy, high volume, catering operation	Essential
'Allergy Awareness' before COSHH	Essential
Comprehensive understanding of COSHH and food hygiene requirements	Essential
Experience in customer service	Essential
Experience of monitoring and controlling stocks, food costs, gross profit and wastage	Essential
Personal Skills and Attitudes	
Display initiative, be positive and enthusiastic	Essential
Possess excellent communication and relationship building skills	Essential
Be a team player	Essential
Demonstrate a flexible, adaptable, resilient and results orientated approach	Essential
Ability to lead and manage own workload effectively, and take responsibility for own professional development	Essential
Ability to multi-task and meet deadlines	Essential
Full driving licence and access to own transport	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential