Catering Assistant

# External Vacancy

**Post Ref: . Full Time, 37 hrs per week, Term Time Only (38 weeks). Permanent.**

**Salary Details £18,328.26 - per annum (pro rata). £16’670 per annum.**

**Attractive benefits for this post include the opportunity to join the Local Government Pension Scheme.**

Kirkley Hall College Campus is part of the EPNE and are looking to appoint an enthusiastic catering assistant to work between 8.00 am- 3.30 pm Monday – Friday at the Campus Cafe.

The successful applicant will support the catering team to deliver a high quality of service to students and staff.

We are looking for staff that are flexible, have a cheerful and friendly disposition, be of smart appearance, have good verbal communication skills and the ability to work without direct supervision. Previous experience of working in a catering / Café environment and cash handling experience would be an advantage. Experience of dealing with the public and good customer service skills are essential. Candidates should be willing to work flexibly and undertake any training as required.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post, you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity please visit <https://vacancies.educationpartnershipne.ac.uk/>and select the job description and person specification within the Information section. Please note we will only accept EPNE application forms.

**All applications must be received by midnight on 2022.**

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

 

# Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title:** | **Catering Assistant** |
| **Post Reference:** |  |
| **Reports to** | **Chef Supervisor** |
| **Department** | **Catering** |
| **Grade** | **SCP008** |
| **Contract** | **Full Time, Term Time Only (38 weeks)** |
| **Location** | **Kirkley Hall College Campus** |

# ROLE PURPOSE

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| • | To work as catering assistant preparing and serving a range of hot and cold food to staff and students |
| • | Clean equipment and prepare surfaces within kitchens or food outlet |
| • | Maintain equipment in a safe and hygienic condition. |
| • | Assist with the preparation of orders, receipt of orders and safe storage after delivery. |
| • | Assist with clearing away and washing of crockery and utensils in the kitchens. |
| • | Assist staff and students |
| • | Assist with Buffets for internal hospitalities. |
| • | Comply with health and safety and hygiene procedures and regulations relevant to their working areas. |
| • | Any other duties that are within the competence of the post holder |
| • | Day to day maintenance tasks such as Table clearance, emptying litter bins, sweeping floors, dishwashing, general cleaning |
| • | Filling drinks fridges & vending machines |

# KEY ACCOUNTABILITIES

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| The post holder will primarily work on tasks commensurate with their level of responsibility (work/roles will be adjusted to ensure that this is the case), to include:   * To work flexibly within and on behalf of the Catering Department. * To make a significant and demonstrable contribution year-on-year to the advancement of college interests. To be active in raising year-on-year the service standards of your individual and team task and responsibilities. * To discharge at all times allocated tasks and responsibilities in a positive, helpful and convivial manner, and to present and provide welcoming, supportive and professional services to all users at all times.   To be active in providing a range of customer-orientated services to students and to staff in college refectories. These to include:   * serving at the cafe counter during mealtimes * cleaning and preparing vegetables and other food prior to cooking * the making up of sandwiches * assisting with basic cookery tasks * assisting with the sale of food and confectionery, including using a till & PDQ machine for the collection of money.   To be active in maintaining a clean and tidy working environment. This to include:   * cleaning floors, walls and work surfaces * cleaning tables and floor area in the refectory dining area * washing up dirty cutlery and crockery from the Cafe dining area * washing up duties associated with the kitchen, including dishes and pans. * To be active in providing a range of hospitality services to staff. * To assist with the delivery and storage of provisions entering the kitchen area. * To be active in providing a customer-orientated service to all users. * To be able to work flexibly when required. * To attend catering team meetings. * To undertake all duties at all times in such a way as to ensure best Health and Safety and environmental health good practice. * To be in possession of a valid food hygiene certificate or equivalent. * To undertake any other reasonable duties commensurate with the post and scale. * To undertake any other duties of a general nature appropriate to the level of responsibility of the post as required. * To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults. * Commitment to the College’s equality and diversity policy. * To adhere to the college groups food safety policy * To follow the college groups Food Allergen procedures * Be actively involved in the College’s continuous improvement culture. * Actively work towards establishing and/or maintaining outstanding performance in the area of responsibility * Contribute to quality/operational developments within the scope of the role * Adhere to the College’s financial regulations in respect of purchase ordering, expenses, overtime and TOIL. * Ensure that financial resources are deployed to maximise learner effectiveness, through regular monitoring and review. * Ensure effective and efficient use of resources. * Engage in enterprising behaviours and activities. * Participate in Appraisal and Professional Development activities as required. * Value diversity and promote equal opportunities. * Engage in marketing activities as requested by F&B manager. * Work within health and safety guidelines and be aware of your responsibilities for health and safety. * Adhere to College policies and procedures including data protection. * Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults. |

# GENERAL RESPONSIBILITES

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| • | To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. |
| • | To uphold British Values, the college values and responsibilities with regard to equality and diversity. |
| • | To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. |
| • | To work at any of the College sites on a temporary or indefinite basis. |
| • | To undertake such duties as are reasonably allocated, appropriate to the grade of the post. |



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|  | | | | **ASSESSMENT METHOD** | | | |
| **PERSON SPECIFICATION –**  **Catering Assistant, Post Ref: 6722** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** |  |  |  |  |  |  |  |
| Level 1 Food Safety | ★ |  |  | ★ | ★ |  |  |
| Basic Allergen Awareness | ★ |  |  | ★ | ★ |  |  |
| Level 2 Food Safety |  | ★ |  |  |  |  | ★ |
| Willingness to undertake first aid training and become a first aider/ fire warden if required | ★ |  |  |  |  |  | ★ |
| Willingness to undertake further training for development |  | ★ |  |  |  |  | ★ |
| Level 2 Allergen Awareness |  | ★ |  |  |  |  | ★ |
| **Experience** |  |  |  |  |  |  |  |
| Previous experience of working in a catering outlet |  | ★ |  |  |  | ★ | ★ |
| Front of house contact with the public | ★ |  |  |  |  | ★ | ★ |
| Understanding of cash handling procedures |  | ★ |  |  |  | ★ | ★ |
| Stock and portion control |  | ★ |  |  |  | ★ | ★ |
| **Skills and Understanding** |  |  |  |  |  |  |  |
| Excellent organisational and prioritisation skills to meet daily deadlines. | ★ |  |  |  |  | ★ | ★ |
| Proven ability of being self-motivated and working without supervision. |  | ★ |  |  |  | ★ | ★ |
| Ability to work as a member of a team. | ★ |  |  |  |  | ★ | ★ |
| Excellent communication skills. | ★ |  |  |  |  | ★ | ★ |
| Ability to communicate with a wide range of people including managers, staff, students and members of the public. |  | ★ |  |  |  | ★ | ★ |
| Ability to work under pressure | ★ |  |  |  |  | ★ | ★ |
| Excellent customer service skills. | ★ |  |  |  |  | ★ | ★ |
| **Personal Attributes** |  |  |  |  |  |  |  |
| Suitable to work with children and young people | ★ |  |  | ★Criminal records check via DBS | ★ | ★ | ★ |
| Ability to undertake appropriate CPD as and when required. | ★ |  |  |  |  |  | ★ |
| Must be prepared to operate early hours, evenings and weekends when necessary to meet business needs | ★ |  |  |  |  |  | ★ |
| Must be flexible and prepared to operate at any EPNE location |  | ★ |  |  |  |  | ★ |
| Self-starter / Honest and Reliable | ★ |  |  |  |  |  | ★ |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. | ★ |  |  |  | ★ |  | ★ |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. | ★ |  |  |  | ★ |  | ★ |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. | ★ |  |  |  | ★ |  |  |