



## JOB DESCRIPTION

**Post:** Catering Assistant

**Responsible To:** Commercial Team Leader

**Summary of Post:** To undertake Cashier duties, preparation of Barista Coffee, cooking and cleaning within the Division.

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### Specific Duties:

1. Assisting with the preparation and serving of all meals and beverages to customers
2. To actively partake in quality assurance within the section.
3. Maintaining outstanding levels of customer service, processing sales quickly, accurately and efficiently and cash register operations.
4. To attend meetings as required
5. Ensuring health and safety regulations are followed
6. To promote the Colleges ethos and values that challenges discrimination and promotes equality and diversity.
7. To carry out any other duties commensurate with grade as may be reasonably requested by College management
8. To assist with stock control and maintain adequate stock levels
9. To carry out a range of heavy/light cleaning duties
10. To maintain a clean and safe working environment within designated areas according to schedules
11. Contribute towards the delivery of hospitality and events around site including the set-up, service and clear down as required
12. To carry out effective cleaning of equipment/tools, to maintain safe storage of equipment/tools/products (Complying with relevant regulations e.g. COSHH) and to remove rubbish from service areas to designated areas.



### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

### **Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Good communication and interpersonal skills both verbal and written e.g. customer service	✓	✓	4
2.	Ability to act on own initiative	✓	✓	4
3.	Good administrative and organisation skills	✓	✓	4
4.	Basic in IT skills	✓	✓	4
5.	A flexible approach to work	✓	✓	4
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Relevant practical industrial experience e.g Cooking, customer service, familiar with professional coffee making machines, Cash handling, kitchen cleaning, chemical handling, general pot wash duties.	✓	✓	4
2.	Experience of maintaining a clean and safe working environment	✓	✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	Health & Safety qualification related to relevant area of work or equivalent e.g. Basic Food Hygiene	✓	✓	4



### **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.