

Job Title: Catering Assistant

Job Purpose: Assisting with food preparation, service and the cleanliness of the unit.

Responsible to: Catering Manager & Deputy Manager

Duties & responsibilities:

- Assisting with food production/packaging & labelling
- Serving and general kitchen duties to include wash up section
- Clearing & cleaning as required to maintain kitchen standards, including disposing of rubbish
- To ensure daily duties are completed and to be flexible within the catering department
- Serving hot and cold food at the counter during service, understanding the menu to be able to answer queries
- Be friendly and professional in dealings with students and staff
- Using a cash till
- Assisting with the stocktaking and refilling of display counters
- Working under the direction of the chef on duty
- Assisting with all aspects of the kitchen cleaning
- Working within the staff rota and in the Coffee Shops and Shop when required
- Being flexible in your approach with a 'can do' attitude
- Carrying out Health and Safety duties, reporting hazards and accidents, following Health and Safety procedures and attending training
- Attending meetings as required
- Prioritising the safeguarding of all students and participate in training on safeguarding matters

- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not
- Any other duties as may reasonably be required by the Principal

January 2019

Terms and conditions

Monday to Friday 8 am to 4 pm, term time only. £7.86 per hour plus paid holiday, increasing to £8.22 per hour plus paid holiday in April 2019. This is fixed term for one year with the possibility of renewal thereafter.

Uniform will be provided.

Membership of the Local Government Pension Scheme.