

**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

March 2019

**Terms and conditions**

Monday to Friday 8 am to 4 pm, term time only. £8.22 per hour plus paid holiday.

Uniform will be provided.

Membership of the Local Government Pension Scheme.