BARNSLEY COLLEGE

 **JOB DESCRIPTION (REC 3)**

**Post Title:** Catering Assistant

**Department:** Catering Services

**Reporting to:** Catering Services Operations Manager

**Grade:** Scale 1

**Summary of the Post**

To support our catering operations to create exceptional food experiences, assisting with the day to day preparation and service of fresh food, To provide a pupil led and customer focused approach to delivering a responsive and effective service., deal with payments and maintain a high Hygiene standard across the various catering outlets.

**Main Duties**

* To ensure outlet is presented to standard for start of service, replenishing items and ensuring set food hygiene standards throughout
* To assist in food preparation in the kitchen as required
* To set up service counters and keep the service areas clean, tidy and presentable
* To maintain a professional and friendly approach
* Undertake all mandatory training where required
* Restock as appropriate
* Assist with day to day deliveries
* Contribute to the day to day maintenance of the kitchen area
* Assist with cleaning where directed
* Follow the correct hygiene and cleaning procedures to ensure high standards of kitchen and personal hygiene are maintained
* Be polite and professional to pupils and colleagues
* Demonstrate a commitment to own personal development and to take advantage of education and training opportunities
* Seek guidance where necessary
* Make a positive contribution to the school
* Have an understanding and commitment to the protection and safeguarding of children and young people
* Any other duties commensurate with the grade and falling within the scope of the post as requested by Line Manager
* To study towards and achieve essential hospitality qualifications within required timescale
* To complete basic food safety documentation within individual outlets including SFBB paperwork, temperature charts and stock rotation sheets

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies.
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

Catering assistants are expected to work within any of the catering outlets carrying out their role in a professional and responsible manner. To always keep uniform issued by the department clean and presentable. Catering assistants would be expected to work both independently or within a small team, which would include working alongside other assistants, apprentices or learners on placements.

M**ethod of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Catering Assistant**

**Guidance Notes**: Please detail the Essential and Desirable criteria required for the specific post that is being advertised. This document will form part of the advertisement and recruitment pack to candidates. If an applicant does not meet all the criteria listed as ‘Essential’ they should not be interviewed.

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**Formal qualifications and relevant training  | 1. Willingness to achieve Food Safety Qualification.
2. Willingness to achieve Level 2 Hospitality Qualification.
3. Level 1 Maths and English (or willingness to work towards).
 | 1. Valid food safety qualification.
2. Valid Health & Safety qualification.
3. NVQ2 in hospitality related subject or equivalent.
 | Application FormDocumentary EvidenceReferencesInterview |
| **Work Experience**Ability to undertake duties of the post | 1. Experience of using a till point and dealing with payments.
2. Experience of dealing with customers and responding to their needs.
3. Experience of preparation and service of hot and cold drinks.
 | 1. Experience of basic food preparation and cooking.
2. Experience of using a Barista machine.
3. Experience of using basic catering equipment e.g. Panini machine.
 | Application FormInterviewPerformance task/test at interview |
| **Skills and Knowledge**Includes abilities and intellect | 1. Understand basic food safety and health & safety working practices.
2. Have some knowledge of how to prepare and serve a variety of hot drinks.
3. Have some knowledge of how to prepare basic sandwiches and snacks.
4. Have some knowledge of how to respond to customer needs and deal with complaints.
 | 1. Have some knowledge of how to use a barista machine and other hot and cold drink equipment.
2. Have some experience of how to use basic catering equipment e.g. Panini machine.
 | Application FormInterviewPerformance of task/test at interview |
| **Personal Qualities**Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act) | 1. Polite and courteous.
2. Ability to work unsupervised.
3. Ability to work to deadlines.
4. Ability to work as part of a team.
5. High standard of personal hygiene.
6. Good timekeeper.
7. Capable of moderate physical activity e.g. standing for long periods of time.
 |  | Interview Performance of task/test at interview |
| Suitability to work with children, young people and vulnerable adultsIssues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adultsAbility to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adultsEmotional resilience with challenging behaviours |  | InterviewReferences |