**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Catering Assistant

**Department:** Hotel Services Division

**Hours:** Casual

**Responsible to:** Assistant Hospitality Manager

**Reports:** n/a

**Salary / Scale:** Support Spine – Band 4 Point 15 - £9.50 per hour

**Date of Issue:** June, 2022

**Organisation Chart:**

Assistant Hospitality Manager

Catering Assistant

Coffee Shop Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1 Aims and Purpose of the Post**

1.1 Preparing and serving a range of meals, beverages and refreshments, for serving both within the nominated College food retail outlets and elsewhere on the estate.

* 1. Preparing the food retail outlet, kitchen and other areas of the College, including cleaning and the arrangement of furniture.
1. **Specific Responsibilities**
	1. To operate sales recording equipment as required.

2.3 To complete necessary administrative procedures required in connection with sales.

2.4 To prepare food, drinks and other refreshments for service in the College dining room.

2.5 To prepare and serve food and drinks at various other sales points around the College campus.

2.6 To observe correct working practices and to operate to the highest standards of Hygiene, and Health & Safety.

2.8 To carry out cleaning duties, including the kitchen, dining room and other eating and sales areas as required.

* 1. To ensure that food and other stores are secure.
	2. To wash-up crockery, cutlery and utensils both manually and by machine.
	3. To assist in the maintenance and sustainable development of resources and commercial activities.
	4. To attend both day and evening meetings, courses, etc. considered to be of benefit to the College and the individual.
	5. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
	6. The active promotion of and commitment to best practice in equality, diversity & inclusion.
	7. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
	8. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (Inc bank/public holidays) \*\* 10% discount on College courses

Corporate Uniform Free onsite parking

Subsidised catering On-site Gym

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

|  |
| --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

|  |
| --- |
| **Person Specification – Catering Assistant** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent  |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience of working within an education setting |  | X |
| Experience of working in a similar role | X |  |
| Experience of handling monies  | X |  |
| **Skills / Abilities**  |  |  |
| Committed to providing outstanding customer service | X |  |
| Ability to communicate effectively with students at all levels | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. | X |  |
| Able to understand and carry out instructions | X |  |
| **Personal Attributes** |  |  |
| Flexible approach to work | X |  |
| In good health and physically fit | X |  |
| Self-starter and ability to use initiative  | X |  |
| Good communicator (verbal and written) | X |  |
| Committed to high standards | x |  |
| **Safeguarding**  |  |  |
| Satisfactory enhanced DBS disclosure  | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults.  | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.