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

**MOULTON COLLEGE – JOB DESCRIPTION**

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

**Job Title:** Hospitality Catering Assistant

**Department:** Hospitality

**Hours:** 32.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Hospitality Manager

**Reports:** N/A

**Salary / Scale:** Professional Staff Spine - Band 5 – £14,696.15 per annum (pro rata to the full time equivalent of £22,308.00 per annum)

**Date of Issue:** November 2024

**Organisation Chart:**

Director of Estates and Facilities

Hospitality Catering Assistant

Hospitality Manager

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

1. **Aims and Purpose of the Post**
	1. The provision of excellent customer service for students and staff at the College.
	2. Contribute to the upkeep of the hospitality areas within the College.
	3. The preparation of food and drink for students and staff at the College.
2. **Specific Responsibilities**
	1. To operate sales recording equipment as required.
	2. To complete necessary administrative procedures required in connection with sales.
	3. To prepare food, drinks and other refreshments for service in the College dining room.
	4. To prepare and serve food and drinks at various other sales points around the College campus.
	5. To observe correct working practices and to operate to the highest standards of Hygiene, and Health & Safety.
	6. To carry out cleaning duties, including the kitchen, dining room and other eating and sales areas as required.
	7. To ensure that food and other stores are secure.
	8. To wash-up crockery, cutlery and utensils both manually and by machine.
	9. To assist in the maintenance and sustainable development of resources and commercial activities.
	10. To promote and adhere to the College’s Safeguarding Policies and Procedures.
	11. To promote and adhere to the College’s Health & Safety Policies and Procedures.
	12. To manage student conduct in accordance with College policies.
	13. 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.
	14. The active promotion of and commitment to best practice in equity, diversity & inclusion.
	15. 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.
	16. 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 school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* 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;………………………………

 Employee

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

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

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) |  | X |
| Commitment to and evidence of CPD | X |  |
| Full driving licence |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role  | X |  |
| Experience of working in a customer-facing role | X |  |
| Knowledge of health and safety procedures in a hospitality environment | X |  |
| Experience of working with young people |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| A pro-active approach to duties of the role | X |  |
| Ability to work in a team that performs to high standards | X |  |
| Strong customer service skills and experience | X |  |
| Excellent communication, organisation and interpersonal skills | X |  |
| Good time management skills | X |  |
| The ability to remain calm and professional under pressure | X |  |
| **Safeguarding**  |  |  |
| Satisfactory enhanced DBS disclosure  | X |  |
| Displays 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 and 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 and Immigration Service Website.