

## Job Description

<b>Post</b>	Catering Assistant
<b>Department</b>	Catering
<b>Responsible to</b>	Catering Manager
<b>Hours</b>	Term time – weeks specified in Department and Post Details
<b>Working closely with</b>	All catering staff and customers

### Key Purpose:

To assist generally with the preparation, presentation and service of food and beverages, in order to provide an efficient and effective catering service for staff, students and visitors to the College.

### Duties and Areas of Responsibility:

Main Duties	
1	To undertake all aspects of cleaning equipment, walls up to 6ft, floors in the kitchen and servery area, fixtures and fittings, pots, pans, cutlery, crockery, glassware, store rooms, catering staff areas, etc. to the pre-set standards
2	To provide an efficient, caring and friendly service to customers in all areas under supervision of the canteen
3	To assist at service times by serving the customer as directed, to the pre-set standards
4	To assist in the dining area by keeping tables clear, helping customers and ensuring a calm environment
5	To report any customer complaints or compliments and take some remedial action if at all possible
6	To report immediately any incident of accident, fire, theft, loss, damage, unfit food, or any other irregularities and take such action as may be appropriate or possible
7	To communicate well and demonstrate a pleasant and polite personality
8	To provide high personal standards of performance, hygiene and appearance
Other Duties	
1	To assist, as directed, with all aspects of food preparation and presentation to the pre-set standards and to receive any training as necessary
2	To assist in the preparation, portioning and service of foodstuffs to the standards as stated by the Catering Manager
3	To load service counters as and when directed and to ensure sufficient supplies throughout the service period
4	To ensure that food is presented and served in a clean hygienic environment
5	To operate the tills, receive money for goods as directed
6	To prepare, transport and serve food and beverages to various points on campus
7	To re-stock drinks machines and ensure they are cleaned to the pre-set standards
8	To complete all necessary sales controls and documentation for each service
9	To undertake all opening and closing procedures as required and complete the necessary documentation
10	To ensure the Canteen is left in a safe and secure manner

## Job Description

<b>General (including Personnel &amp; Relationships)</b>	
<b>1</b>	Maintain a clean, healthy, safe working environment by consulting with facilities staff and complying with appropriate legislation or college policies/procedures
<b>2</b>	Ensure awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults
<b>3</b>	Support performance management procedures and be an active participant in appraisal
<b>4</b>	Engage in continuing professional development by attending relevant meetings and training sessions, within college or externally.
<b>5</b>	Support quality control procedures and customer feedback monitoring in line with plans and targets
<b>6</b>	Ensure all appropriate paperwork is completed in line with college requirements
<b>7</b>	Comply with all financial procedures
<b>Other</b>	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

<b>Name of the Post holder:</b>	
<b>Sign:</b>	<b>Date:</b>
<b>Name of Line Manager:</b>	
<b>Sign:</b>	<b>Date:</b>