



JOB DESCRIPTION

<u>Post Title:</u>	Catering Assistant
<u>Purpose:</u>	To assist the smooth and efficient running of the catering operation
<u>Reporting to:</u>	Principal, via the Vice Principal Staffing and Resources, the Central Services Manager the Catering Manager
<u>Liaising with:</u>	All staff and students
<u>Working time:</u>	Part time, 20 hours per week, Term time only (32 weeks per year)
<u>Work Pattern:</u>	Monday - Friday
<u>Grade:</u>	Spine point 13 of the Sixth Form Colleges' Association Support Staff Pay Scale

Main Duties and Responsibilities

- Preparation, packaging and labeling of hot or cold filled rolls and sandwiches, vending and (cash till duties-when specified).
- Undertake any general food preparation duties as dictated by menu structure and as requested by the catering manager.
- Daily cleaning of restaurant floors, chairs, tables and service areas.
- Setting up of restaurant and serveries in readiness for Breaks.
- Merchandising of service areas.
- Operate dishwasher to clean all dishes, cutlery, glassware, and trays.
- Cleaning of pans and all kitchen utensils/equipment.
- Operate waste disposal and clean thoroughly at the end of shift.
- Operate till during service times.(when specified)
- Serve on counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service.
- Maintain dishwasher and ensure that it is cleaned to required standards at the end of each shift.
- Attend to any managerial requests

Quality Assurance

- Ensure hygiene and safety standards are maintained in all work areas.
- Ensure personal appearance is well groomed at all times.

Communications

- To communicate and consult with other staff and students
- Where appropriate, to communicate and co-operate with internal / external individuals and bodies as required.
- To follow agreed policies for communications within the College.

Management of resources

- To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the College and its students
- To assist management in identifying resourcing needs and to contribute to the effective use of resources.

Students

- To promote the general progress and well-being of individual students

Staffing

- To participate in the Professional Development Review system according to line management arrangements.
- To continue one's own personal development in relevant areas.

Other

- To carry out the duties in the most effective, efficient and economic manner available.
- To support the College Mission Statement and ethos.
- This job description is current at the date shown but, in consultation with you, may be changed by the Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

It is agreed that the above is a brief and concise description of the above job.	
Date:	Jan 2019
Prepared by:	Yvonne Bimpson, HR Manager Alison Lawes, Catering Manager Lisa Daley, Central Services Manager
Approved by:	Peter McGhee, Principal