

## JOB DESCRIPTION

### Catering Assistant

**Salary:** Grade 1. Scale point 1 (FTE £17,364)

**Hours of work:** 30 hours per week (8 a.m. to 2:00 p.m.) term time only. Will be expected to work training days for which extra payment will be made.

**Line of Responsibility** The successful candidate is directly responsible to the Catering Manager.

#### **Purpose**

To help the smooth running of the Catering Department.

#### **Accountabilities**

- Displaying food and drink (involves heavy lifting)
- Breakfast service
- Put deliveries away and stock rotation
- Operating cashless catering tills
- Serving customers on the counter or Pasta King
- Operating dishwasher
- Washing up including pot wash (involves heavy lifting)
- Other general catering and cleaning duties
- This position involves heavy lifting

#### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the College's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the College's performance management scheme; engaging fully with targets set annually with the Line manager who will monitor and review performance in accordance with the College's Performance Management policy.