

Job Description

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| Post: | Food Service Assistant |
| Salary Grade: | Band 9, Points 15 - 18 (Subject to JE) |
| Responsible to: | Head of Services to Learners |

Salford City College is currently carrying out Job Evaluation and therefore reserves the right to change the salary of this role as a result of the outcome. Any change to the salary maybe higher or lower than the amount stated on the Job Description and other associated documents.

Key Purpose:

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| 1 | To assist in providing a refectory and hospitality service for staff, students and visitors. |
| 2 | To assist in keeping the kitchen and dining areas clean and tidy in line with food safety requirements. |

Responsibilities:

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| 1 | To participate in key College processes as required. |
| 2 | To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance. |
| 3 | To work flexibly in the interests of the organisation as required. |
| 4 | To participate in performance reviews and to undertake staff development activities as appropriate. |
| 5 | To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with. |

Duties and Responsibilities:

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| a | To undertake counter duties for the serving of all food products on offer within the Catering Division. |
| b | To maintain a clean and safe working environment. |
| c | To undertake cash handling, in accordance with the financial regulations. |
| d | To fill and clean vending machines on a daily basis or as required. |
| e | To be flexible, provide cover for staff absences within the Catering and Retail Division to meet the needs of the College. |

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| f | To set up, deliver and clear hospitalities as required. |
| g | To assist with open days and evenings including weekend functions to meet the needs of the College. |
| h | To work flexibly on a rota basis undertaking duties as required. |
| i | To demonstrate a positive, enthusiastic, committed and flexible attitude towards customers and other team members, recognising the importance and benefits of effective team working. |
| j | To assist with ensuring a consistent high standard of service in all aspects of the Catering and Retail Division, looking for ways to improve quality of service at all times. |
| k | To carry out any other duties commensurate to the post as required by your Supervisor / Line Manager / Senior Manager. |

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Name of the post holder:

Post holder to sign and date the job description:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification – Food Service Assistant

| | <u>Essential</u> | <u>Evidence</u> | <u>Desirable</u> | <u>Evidence</u> |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Qualification | 1 Level 2 Food Safety Certificate 2 Literacy Level 2 3. Numeracy Level 2 Or willingness to work towards | Certificates/ application Application / Certificate Application / Certificate | | |
| Professional Development | 4 Willingness to undertake training and development | Application | | |
| Knowledge | 5 Food Safety | Application/ Interview | a COSHH and HACCP regulations | Application / Interview |
| Experience | 6 Dealing with customers 7 Cash Handling 8 Stock control | Application/ Interview Application/ Interview Application/ Interview | b Experience of working within an education environment c Vending services d Hospitality services | Application/ Interview Application/ Interview Application/ Interview |
| Skills/ Qualities | 10 Good communication and Organisational skills emphasis on giving service and quality 11 Ability to work to deadlines and under pressure 12 Ability to work as part of a team 13 Flexible approach | Application/ Interview Interview Interview Interview | | |

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| | 14 | Attention to detail | Interview | | |
| Other | 16 | Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults | Interview | | |
| | 17 | Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance | Interview | | |
| | 18 | DBS Check acceptable to college will be undertaken for successful applicant | Appointment | | |
| | 19 | Ability to travel between College sites | Application/ Interview | | |