

## **JOB DESCRIPTION**

Post Title:                      Apprentice Hospitality and Catering

Salary:                            Appropriate Apprentice salary

Responsible to:                Catering manager

### **Purpose of the Role**

The post holder will be expected to:

- be involved in all areas of the hospitality and catering services
- to support back of house functions, food service and food preparation

### **Duties**

1. To work with the catering team to provide excellent customer service
2. To maintain and document procedures including temperature records, cleaning and maintenance and to work safely at all times.
3. To assist in the ordering and stock process for catering.
4. To support the food preparation and food services for commercial catering refectories, bookings and events including in the Gateway and other college sites.
5. To serve customers food, beverages and on the till
6. To participate in cleaning in the kitchens to a high standard
7. To work to deadlines to achieve agreed outcomes.

### **Corporate Responsibilities**

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.

### **General Responsibilities**

1. To take responsibility for ones own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.

3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

### **Required Qualifications**

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Knowledge of catering and working in a kitchen
- Knowledge of health and safety and food hygiene

### **Able to:**

- Prioritise their own work and working to deadlines
- To work as an effective team member
- To understand and meet customer expectations
- Demonstrative initiative
- Effective communication skills

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that it relates to the job to be performed

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**If required the successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check when appropriate to the post. Further information about the DBS can be found at [www.gov.uk](http://www.gov.uk).**

**February 2017**