

Job Description

Post:	Food Service Assistant
Salary Grade:	Band 9, Points 16 - 18
Responsible to:	Catering Team Leader

Key Purpose:

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:

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:

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.
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	Certificates/ application		
	2 Literacy Level 2	Application / Certificate		
	3. Numeracy Level 2 Or willingness to work towards	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	Application/ Interview	b Experience of working within an education environment	Application/ Interview
	7 Cash Handling	Application/ Interview	c Vending services	Application/ Interview
	8 Stock control	Application/ Interview	d Hospitality services	Application/ Interview
Skills/ Qualities	10 Good communication and Organisational skills emphasis on giving service and quality	Application/ Interview		
	11 Ability to work to deadlines and under pressure	Interview		
	12 Ability to work as part of a team	Interview		
	13 Flexible approach	Interview		
	14 Attention to detail	Interview		

Other	16	A commitment to safeguarding and promoting the welfare of learners	Interview	
	17	Demonstration of proactive support for equality, diversity and inclusivity.	Interview	
	18	Strong values and commitment to the College's ethos		
	19	DBS Check acceptable to college will be undertaken for successful applicant	Appointment	
	20	Ability to travel between College sites	Application/ Interview	