JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	**Service Assistant/Admin**
Responsible To:	**Catering Manager**
Department:	**Catering**
Salary Grade:	**£12 per hour**

JOB ROLE

- To provide and maintain an efficient service to all areas under your control following best practice withing the PRIDE ethos
- To comply with food safety and health & safety legislation in all areas of responsibility
- To assist in the preparation and service of food items and beverages and general cleaning duties
- Work to maintain high standards of hygiene, safety, service and quality
- Ensuring high standards of personal appearance and dress as laid down in the Team Member Handbook and offering service in a polite and efficient manner

KEY DUTIES

No	Description of Duties
1	Prepare all working, service and dining areas
2	Assisting in the preparation and presentation of food items and beverages, including barista duties if required
3	Taking cash and card payments and maintaining necessary sales
4	Service of foods and beverages, maintain high standards of hygiene and service following the PRIDE ethos
5	To promote excellent customer relations in a professional manner with the ability to communicate effectively, taking personal responsibility for delivering excellence
6	Cleaning and servicing equipment e.g. coffee machines
7	Clearing and cleaning of all service, preparation and eating areas, utensils and equipment

8	Adhering to cleaning rotas at all times
9	Completion of all necessary company documentation including HAACP requirements, temperature records, cleaning rotas
10	Carry out special duties of work outside of normal daily routine as required
11	Attend all Health and Safety and training meetings as required and complete monthly statutory quizzes
12	Report all accidents/ sickness following company procedures
13	Assistant in the smooth running of the contract at all times, especially during times of sickness, holiday etc.
14	Assisting the manager each day with the close down of tills counting and banking of cash, documenting down on spread sheets
15	Inputting of invoices and assisting with monthly stock takes
16	Ensuring tills are counted daily and monies recorded in managers absence
17	Support fully at all times the College's aims and objectives
18	Ensure compliance with corporate standards and policies

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: College Ambassador

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		**Essential**	**Desirable**
1.	**Qualifications**		
1.1	English and Maths GCSE (or equivalent) at Grade C or above	**X**	
1.2	Possess a qualification in Catering		**X**
2.	**Experience**		
2.1	Knowledge of current food hygiene and health and safety requirements	**X**	

Shortlisting Criteria		Essential	Desirable
2.2	Experience of working in a catering or hospitality environment	X	
2.3	Previous experience working within catering in an educational setting		X
2.4	Be able to demonstrate excellent interpersonal skills	X	
2.5	Be able to work as part of a team	X	
3.1	Good communication and interpersonal skills; able to relate to young people	X	
3.2	Able to respond in a calm and appropriate manner under pressure	X	
3.3	Commitment to Equal Opportunities	X	
3.4	Willingness to undertake further appropriate training	X	
3.5	Ability to work to tight deadlines and under pressure	X	