



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College’s Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It’s central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

<b>Post:</b>	Catering Assistant
<b>Reports to:</b>	Catering Manager
<b>Salary:</b>	£22,045.93 pa FTE (£16,100.17 pa TTO)
<b>Hours of work:</b>	The hours of work for this post are 30 per week on shift over 38 weeks a year to be worked across Monday to Friday. You may also be requested to work additional hours, Monday to Friday; and/or to work on a Saturday or a Sunday.

## **JOB DESCRIPTION**

### **Overall Purpose Scope:**

Working as part of a catering team across two busy campuses providing high quality, flexible and efficient catering services for students, staff and visitors. While demonstrating a passion for customer service, creating a vibrant and welcoming environment, you will be preparing great food and drink. As part of the catering team you will be involved in College internal events, functions, meetings and providing service to external guests.

### **Main Duties and Responsibilities:**

1. To assist in the running of the College's catering outlets and related menus, stock, and resources including the Free School Meals provision.
2. Preparing basic food items and refreshments as well as operate catering equipment including hot water urns, water boilers, food warmers, refrigeration units, ovens, heat holding units, contact grills, etc.
3. Effectively operate a cash register, chip and pin and contactless equipment, counterfeit equipment and where necessary cash up takings for daily banking.
4. Managing queues during busy periods working with the team to optimise the speed of service.
5. To assist the Catering Manager in monitoring the quality of the service for the customers and ensure that all catering operations reflect the needs of the College and clientele.
6. To serve from and maintain the food counters in an efficient and professional manner whilst maintaining a special awareness student needs, allergies, dietary and religious and safeguarding requirements.
7. Undertake regular stock control duties and complete all documentation and calculations.
8. Providing a professional catering services for all College internal functions, events, executive meetings and invited guests when necessary.
9. To assist with the operation of all College 3rd party vending equipment.
10. Keeping all work areas, tableware and equipment clean and tidy at all times and comply with an operational cleaning schedule.
11. To handle and transport stock within the building, within operational procedures, including manual handling and use of trolleys.
12. Undertake all duties in line with Health & Safety and food hygiene regulations, helping to promote a strong culture of safe working practises and demonstrating risk awareness at all times.
13. Working additional hours where required and participate in a flexible shift rotation arrangement.



14. Actively promote the values of the College: learner focus, responsibility, integrity, collaboration and respect.
15. Actively promote equality and diversity, recognising and challenging stereotyping, prejudice and discrimination.
16. Role model our FREDIE principles and behaviours (Fairness, Respect, Equality, Diversity, Inclusion and Engagement).
17. Ensure effective quality control and continuous improvement in all aspects of work and engage in whole college quality improvement efforts.
18. Committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
19. Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
20. Comply with and promote College Safeguarding, Prevent, Data Protection and Health and Safety policies and procedures and undertake recommended training as and when necessary.
21. Identify and manage risk effectively.
22. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
23. Support cross college events such as Open Evenings and Enrolment sessions when required.
24. Adhere to and ensure compliance with all College Policies and Procedures.
25. At all times seek to serve the best interests of the College and learners.
26. To provide cover for colleagues during periods of holiday or sickness absence.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A. Level 2 Maths and English	A. CIEH qualification B. Barista trained

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>B. Experience of working within a similar busy catering role including customer facing experience.</li> <li>C. Understanding of Health &amp; Safety and food hygiene legislation and practical application within a catering environment.</li> <li>D. Substantial food awareness knowledge with respect to current trends, allergy, nutrition, suitability, preparation, religious and dietary requirements etc.</li> <li>E. Experience of stock control management and re-ordering processes</li> <li>F. Experience of using tills, chip &amp; pin and contactless equipment.</li> </ul>	<ul style="list-style-type: none"> <li>C. Experience of executive hospitality and conferencing services</li> </ul>
<p><b>Skills &amp; Attributes</b></p>	<ul style="list-style-type: none"> <li>G. Excellent customer and communications skills</li> <li>H. Ability to work supportively with colleagues as part of a team and be able to work on own initiative</li> <li>I. Able to work effectively under pressure in a busy catering environment</li> <li>J. Commitment to continuous improvement of work and self-development</li> <li>K. Understanding and proven commitment to safeguarding and equality and diversity,</li> <li>L. Physically fit</li> <li>M. Able to work flexible hours and at any location to meet business needs when required.</li> </ul>	



NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

### **Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Closing Date: 19 October 2023**

**Interview / Selection Date: Likely to be, Week Commencing 23 October 2023**



Investors  
in Diversity

Achieved.  
Valid Until  
August 2025

# PROUD TO BE FREDIE