Job Description

Title: Catering & Hospitality Assistant/technician

Responsible to: Heads of Section

Responsible for: Providing high quality, efficient technical support for the Catering/Hospitality/Food studies area

Providing assistance, individually and as part of a team, for supporting students needing additional support.

Post Description

- To provide a high quality, well managed and efficient teaching assistant and technical support for all food and hospitality related courses.
- To work in the classroom and kitchen areas to provide assistance to specific groups of students in order to enable them to gain maximum benefit from the main programme of study.
- To act as a cover supervisor in the absence of teaching staff.
- To deliver recreational evening class sessions and student enrichment classes in food preparation and cooking as required.

Catering & Hospitality Assistant tasks

Tasks are related to the specific needs of individual students and/or the needs of the specific group of students. Responsibilities are collective and specific but are likely to include:

- Working alongside teaching staff in general or specialist classrooms, supporting the delivery of lessons and learning activities for individuals, groups and whole classes as appropriate. This may include working with students identified as requiring additional support or generally across groups
- Work with students to support them with their learning, working in collaboration with teaching staff, where applicable.
- Support maintaining effective discipline and expected professional standards in the classroom and the catering kitchen.
- Assisting with the links and liaison between staff, Section and the Study Centre. This may include working in the study centre or LRC if required.
- Taking referrals from students and/or staff to establish their support needs and set up suitable support arrangements in liaison with teaching staff as appropriate, working flexibly to meet those needs, as required.
- Carry out administrative duties as required relating to students with additional needs or administrative skills required by the section.
- Act as a cover supervisor for classes in the absence of the teacher, including leading practical sessions by:
  - Delivering work set by teaching staff
  - Supervising students undertaking the work set and supporting students as required
  - Taking the register as required by the College
  - Reporting to the Subject Leader or Head of Section on the performance of the class.
- Ordering and purchasing any food products required for practical sessions ensuring these are ready and prepared for the session as required, following college procedures for procurement.
• To ensure facilities are kept clean, within the expected standards for food preparation and cooking and ready for use as required. This could be for academic or practical lessons

• Maintaining the equipment to a high standard ensuring it is fit for use including cleaning as required. Report any damaged equipment to the HOS and advising staff that the equipment is not used until repaired

• To provide technical support for the food/catering/hospitality area including ordering equipment ensuring the equipment is kept tidy and organised at all times, supporting the ordering of any specialist kit liaising with the HOS to ensure staff and students follow the requirements for kit.

• Assist in the preparation of display materials and learning aids for students in conjunction with teaching staff; undertake simple repair and maintenance and clean and tidy up after use.

• To carry out staff presence as required

• To attend and support teaching staff on educational visits as required.

• To be a first aider and carry out simple first aid as required.

**General**

• To follow college policy in the management of Health and Safety in all aspects of your work, including a pro-active approach to Risk Assessment for all your duties.

• Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice, and using this knowledge to review college policies and procedures.

• Follow good practice and college policy in all aspects of the work and in the management of staff and resources. The post-holder will show an awareness of, and compliance with, all college policies and procedures, but particularly those relating to Health & Safety and Equal Opportunities.

• Undertake any reasonable task at the request of the Principal or designated Deputy.

**This job description can be amended and updated on a regular basis by management.**

*December 2023*