

June 2025

Dear Applicant,

Thank you for your interest in the post of **Catering Assistant – Vending Operator**.

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Application forms via our online platform 'My New Term'

The application pack is available on the vacancies section of the College website using the following link - <http://www.godalming.ac.uk/about-us/vacancies>. For other enquiries please contact Human Resources at [HR@godalming.ac.uk](mailto:HR@godalming.ac.uk).

#### **Completing your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable us to assess each applicant's relative strengths against the criteria in the specification.

#### **Returning your application**

Please return your application form as an e-mail as an attachment to [HR@godalming.ac.uk](mailto:HR@godalming.ac.uk) by Tuesday 24<sup>th</sup> June 2025 at 9am.

**We will be considering applications as they are received and therefore, we encourage an early application.**

#### **Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **Thursday 26<sup>th</sup> June 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **Applications will be considered upon receipt. We encourage early applications and interviews will be held as soon as possible.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Catering Assistant – Vending Operator

The College is looking to recruit two Catering Assistants to join their Catering Team. This is an exciting time to join as we work to improve our provision across all outlets in order to provide variety and value to our students and staff.

### The Catering Department

Offering a range of catering for over 2500 students and 250 staff, the canteen areas are extremely busy and well supported by all those on site throughout the course of the year. We offer a variety of food choices from hot meals, sandwiches, salads, paninis, pizzas, pasta dishes, pasties and hot and cold drinks via five different outlets including a Starbucks and Costa.

- Main servery - offering hot cooked meals
- Deli Bar – offering paninis and street food such as wraps
- Starbucks – ‘Proud to serve’ offering coffee, paninis, pastries, sandwiches, salads, cold drinks and sweet snacks
- Costa – ‘Proud to serve’ offering coffee, paninis, pastries, sandwiches, salads, cold drinks and sweet snacks
- Vending – a variety of vending machines around the college stocking cold drinks and snacks

### Departmental Profile

|               |  |
|---------------|--|
| CURRENT STAFF | <ul style="list-style-type: none"> <li>• Catering Manager</li> <li>• Chef</li> <li>• Pastry Chef</li> <li>• Catering Assistants</li> <li>• Kitchen Porter</li> </ul> |
|---------------|--|

## JOB DESCRIPTION

**Job Title:** Catering Assistant – Vending Operator

**Line Manager:** Catering Manager

### Summary of Job

To provide a friendly catering service, performing a variety of manual tasks associated with food production and service across all outlets on site.

### Responsibilities

- To refill numerous vending machines daily that are spread across the campus. This involves transferring stock (drinks and snacks) on a trolley from the kitchen store to the vending machines.
- To assist in the preparation of food, drinks and snacks at the various onsite catering outlets
- To build the appropriate knowledge of food items and drinks sold throughout the catering outlets and to keep the outlets and vending areas fully stocked
- To use the tills to process sales of food and snacks, correctly recording each sale, including the handling of cash
- To keep the catering outlets and kitchen clean, following rigorous cleaning schedules
- To keep the dining areas in a clean and tidy state
- To provide a friendly, efficient and hygienic service to all customers
- To co-operate with all team members and undertake duties in the kitchen / catering outlets as requested
- To attend food safety, health and safety and environmental training courses as required
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies
- To do other tasks as reasonably requested by the Godalming College management team from time to time

*This job description may be varied according to the needs of the College from time to time.*

## Person Specification

### Essential:

- Customer service experience
- Physical ability to perform vending duties as described
- Good organizational skills
- Numerate: ability to remember prices, simple mental arithmetic and counting cash
- Manual dexterity for quick, skilful handiwork
- Good understanding and communication skills
- Smart, clean appearance (uniform is provided)
- Friendly, pleasant personality
- Reliable

### Desirable:

- Food hygiene training certificate
- Till experience

## WORKING AT GODALMING COLLEGE – INFORMATION FOR SUPPORT STAFF

### **THE COLLEGE**

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in November 2024.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 250 teaching and support staff on both a full and part-time basis.

### **OFFERS OF EMPLOYMENT**

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

### **SALARY**

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1<sup>st</sup> September.

### **WORKING HOURS**

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

### **HOLIDAY ENTITLEMENT**

Minimum of 22 days per year for full-time employees (Holiday Year 1<sup>st</sup> August -31<sup>st</sup> July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

### **PENSION**

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

### **STAFF DEVELOPMENT & TRAINING**

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

### **OTHER INFORMATION**

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

# Term Dates 2025-26

| Autumn Term       | 2025                             | Half Term   | Bank/Public Holidays   |
|-------------------|----------------------------------|---|--|
| <b>Start Date</b> | Tuesday 26 <sup>th</sup> August  | Wednesday 22 <sup>nd</sup> October to Friday 31 <sup>st</sup> October | Monday 25 <sup>th</sup> August   |
| <b>End Date</b>   | Friday 19 <sup>th</sup> December |   | Thursday 25 <sup>th</sup> December<br>Friday 26 <sup>th</sup> December |
| Spring Term       | 2026                             | Half Term   | Bank/Public Holidays   |
| <b>Start Date</b> | Monday 5 <sup>th</sup> January   | Monday 16 <sup>th</sup> to Friday 20 <sup>th</sup> February           | Thursday 1 <sup>st</sup> January                                       |
| <b>End Date</b>   | Friday 27 <sup>th</sup> March    |   | Friday 3 <sup>rd</sup> April<br>Monday 6 <sup>th</sup> April           |
| Summer Term       | 2026                             | Half Term   | Bank/Public Holidays   |
| <b>Start Date</b> | Monday 13 <sup>th</sup> April    | Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May            | Monday 4 <sup>th</sup> May   |
| <b>End Date</b>   | Friday 10 <sup>th</sup> July     |   | Monday 25 <sup>th</sup> May  |

## 2025/26 - Godalming College

|                    |                                 |   |                                  |                 |
|--------------------|---------------------------------|---|----------------------------------|-----------------|
| <b>Autumn Term</b> | Tuesday 26 <sup>th</sup> August | - | Friday 19 <sup>th</sup> December | 76 days         |
| <b>Spring Term</b> | Monday 5 <sup>th</sup> January  | - | Friday 27 <sup>th</sup> March    | 55 days         |
| <b>Summer Term</b> | Monday 13 <sup>th</sup> April   | - | Friday 10 <sup>th</sup> July     | 59 days         |
|                    |                                 |   |                                  | <b>190 days</b> |