



JOB DESCRIPTION

Oldham College

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| Job Title: | Catering Assistant | | |
| Department: | | Job Ref: | |
| Grade: | Support Scale 3 | Position Type: | Support |
| Responsible to: | Catering Manager/Assistant Manager | Responsible for: | |

Job Description

Main Purpose of Role

- Provide and maintain an efficient and high-quality service, to College staff, students and visitors, following best practice and providing excellent customer service.
- Comply with food safety, health & safety and allergen legislation, including high standards of cleanliness.
- Assist in the preparation and service of food items and beverages and general cleaning duties. Working to maintain high standards of hygiene, safety, service and quality.
- Maintain high standards of personal appearance and dress.

Main Duties and Responsibilities

- Heavy lifting in line with requirements i.e., deliveries, food stuffs, stock movements etc.
- Prepare all working, service and dining areas before service, during service and at the end of service. And to make sure all areas are laid out and all marketing is up to date as directed
- Assist in the preparation and presentation of food items and beverages, including barista duties and delivery services if required.
- Handling cash / card payments and maintaining necessary sale reports.
- Service of foods and beverages, maintaining high standards of hygiene and service
- Ensure all allergen information has been obtained from the chef and that you are able to communicate to customers that require information.
- Promote excellent customer relations in a professional manner with the ability to communicate effectively, taking personal responsibility for delivering excellence.
- Cleaning and servicing equipment, eg, vending machine, coffee machines etc.
- Clearing and cleaning of all service, preparation and eating areas, utensils and equipment. Cleaning rotas to be adhered to at all times.
- Completion of all necessary company documentation including HAACP requirements, temperature records, cleaning rotas.
- Give ideas and suggestions to improve both the offer to customers and also for how the service could be improved, both in terms of customer service and efficiency.
- To be friendly, pleasant and professional to all customers and colleagues.

- Carry out special duties of work outside the normal daily routine as required.
- Attend all Health and Safety and training meetings as required
- Report all accidents/sickness, following Oldham College procedures.
- Assist in the smooth running of the service at all times, especially during times of sickness, holiday etc.
- Assist with any ad hoc requests by senior manager on duty.

Values: All colleagues are expected to share and demonstrate our College values. We are: Respectful; Collaborative; Innovative; Aspirational; and Inclusive.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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| Prepared By: | Charli Bradbury | Date: | 11/06/2025 |
| Reviewed By: | Lee Bowers | Date: | 11/06/2025 |
| Reviewed By: | | Date: | |

PERSON SPECIFICATION

POST:

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

| <u>Skills, Knowledge & Experience</u> ESSENTIAL: | Short-listing criteria - evidence Required * |
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| Knowledge and understanding of all relevant food safety legislation (or willing to learn) | * |
| Demonstrates excellent people, communication and management skills | * |
| Ability to self-motivate/work on own initiative with minimal supervision | * |
| Ability to manage and prioritise own workload to ensure deadlines are met | * |
| Ability to demonstrate team working skills and be an effective team player | * |
| Ability to respond to changes in service delivery with a solution focused, can-do attitude | * |
| Demonstrates commercial awareness | * |
| <u>Qualifications</u> DESIRABLE: | |
| Level 2 Food Hygiene qualification, or be willing and able to gain within 4 weeks of starting | |
| Manual Handling training or be willing and able to gain within 4 weeks of starting | |
| Level 3 Food Hygiene qualification | |
| Level 2 qualification within Hospitality and Catering or equivalent demonstrable experience | |
| First Aid at Work certificate | |
| <u>Other Work Related Requirements</u> ESSENTIAL: | |
| Ability to work flexibly and outside standard hours when required | * |
| Suitability to work in an environment where contact with children, young persons and/or vulnerable adults will be required | * |
| Demonstrate commitment to the development and promotion of equal opportunities throughout work activities | * |
| Commitment to the objectives and values of the college | * |