

Job description: Catering Assistant (Term Time Only)

Status	Permanent
Base	Waterloo Centre <i>The post holder may be required to work across College sites and at other locations</i>
Grade	
Salary	Circa £15,067 per annum, pro-rata term time only (£22,371 FTE). <i>It is our policy to normally appoint at the bottom of the salary scale</i>
Hours of work (per week)	30 hours a Week Monday –Saturday (5 hours a day) Holiday during non-term time
Reports to	<i>Facilities Manager</i>
Manager to	<i>No Line Management Responsibility</i>

ROLE PURPOSE

To assist the Catering Team in the delivery of a café service including ad hoc services for meetings and events at the college

MAIN ACCOUNTABILITIES

1. To provide simple preparation, heating and presentation of food for sale or for internal College meetings and events
2. To provide good customer service to café users (staff, students and visitors)

including the handling of food, working on the till and handling money.

3. To ensure that the kitchen, service and eating areas are kept hygienic, and clear of food debris and rubbish, trays, plates, etc

4. To take out the rubbish from the kitchen and eating areas as required

5. Ensure that the external areas of the building are kept in a clean and safe condition.

6. Clear up spillages, promptly and safely.

7. Carry out work in a safe manner with full regard to current health and safety legislation.

8. Carry out duties in accordance with the College's Equality, Safeguarding and Health & Safety policies.

GENERAL COLLEGE RESPONSIBILITIES

Safeguarding children and vulnerable adults:

The post holder will be expected to promote to staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will work closely with:

- Facilities Manager
- Catering Team
- Customers (staff, students and visitors)
- Estates and Facilities Administrators
- Security and cleaning (parts of the wider Estates team)
- Estates colleagues in Chelsea and N Kensington Centres

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is a regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Catering Assistant
Essential Criteria:	
<ul style="list-style-type: none">• Previous experience in a similar post, ideally with members of the public• Have effective written and verbal communication skills• Ability to work well under pressure and respond to conflicting demands• Excellent interpersonal skills with an ability to establish good working relationships with staff and others to work as part of a team.• A track record in providing excellent customer service and care• Be able to work in a shift rota as part of a team and to work evenings and weekends as required by the College• Have proven ability to relate effectively to a variety of people in a learning environment.• Understanding and awareness of and commitment to equal opportunities, diversity & safeguarding• Reliable, responsible personality To have knowledge or experience of food hygiene standards• Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.• A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults are paramount	
Desirable Criteria	
<ul style="list-style-type: none">• Educated to at least Level 2 (2 GCSEs, or equivalent) with relevant experience• Experience working with a cross-section of people	

August 2023