

Eggbuckland Community College

Job Description

JOB TITLE:	Catering Assistant
GRADING:	Grade B
HOURS:	Mondays to Fridays, 25 hours per week, 38 weeks per year 9.00am to 2.30pm (30 minutes unpaid break)

RESPONSIBLE TO: Catering Manager

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the College. This job description will be reviewed at least every two years. In all its activities the College follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post holder will:

1. Work as part of the catering team, assisting with the preparation, and service, of 'safe' food in a hygienic environment.
2. Ensure client satisfaction and customer care principles are maintained at all times.
3. Operate tills for the cashless catering system.
4. Ensure the kitchen, equipment, servery, dining and ancillary areas are kept in a clean, tidy and hygienic condition at all times to comply with relevant Food Safety and Hygiene legislation.
5. Implement the cleaning routines (daily, weekly and deep clean rotas during Activities and Work Experience weeks), and be responsible for ordering cleaning supplies.
6. Move dining room furniture (e.g. tables, chairs, Seiko units used to deliver the catering service) where applicable.
7. Assist with function work in the College and on a voluntary basis, as required outside normal working hours.
8. Service the vending machines as and when required.
9. Assist in promoting the ethos of healthy eating within the College.
10. Undertake training to maintain, as a minimum, Level 2 certification in Food Hygiene.

11. Correctly wear the College catering uniform and maintain the standards of personal appearance required by the College.
12. Undertake any other duties as directed by the Catering Manger, or Assistant Catering Manager.

BIK 03.09.14
SJP 09.05.19
SJP 15.09.21