



Catering & Hospitality Assistant

JOB DESCRIPTION

**Directorate of Land-based, Animal & Equine and Suffolk
Centre of Culinary Arts (SCCA)**



ADVERTISEMENT

Catering & Hospitality Assistant

£22,071 per annum pro-rata, plus an enhancement in lieu of annual leave.

37 hours per week, 38 weeks per year

With experience of working within a commercial catering operation, you will be required to assist with day-to-day activities in our catering areas to support both our commercial operations and our students from Suffolk Centre for Culinary Arts.

As part of the team, your duties will include some basic food preparation, food and drink service whilst maintaining high levels of food hygiene and cleanliness. The successful candidate will need to have an up-to-date Food Hygiene Certificate.

As part of your role, you will contribute to the wider College health and safety activity and therefore you should have a good understanding of health and safety and be prepared to undertake training in these areas e.g., first aid and fire marshall.

This post is based at Suffolk New College Rural campus in Otley however Suffolk New College is a multi campus site therefore you may be required to work at and travel between campuses.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

Closing date: Sunday 29th September 2024 at Midnight

Interview date: Monday 7th October 2024

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

DIRECTORATE OF SUFFOLK CENTRE OF CULINARY ARTS

The Directorate of the Suffolk Centre for Culinary Arts (SCCA) is an exciting and vibrant area of the College with state-of-the-art Kitchens and a variety of Dining Areas catering the needs of both internal and external clients.

Also delivering qualifications from Level 1 to Level 3 in a range of subjects Hospitality, Professional Chefs, Restaurant Management and Pastry and Confectionary

Our In-house Catering Team at Ipswich consists of a Manager, Head Cook and Food Service Assistants, working together to produce meals throughout the day to our students and staff. Our Rural team also has a Manager Cook and Food Service Assistants.

JOB DESCRIPTION

Catering & Hospitality Assistant

Summary of Benefits, and Terms and Conditions

Location:	Main location Suffolk New College, Rural Campus, Otley Suffolk New College is a multi-campus college; therefore, you may be required to work at and travel between campuses
Salary:	£22,071 per annum pro-rata, plus an enhancement in lieu of annual leave.
Contract status:	Permanent
Hours of work:	37 hours per week, 38 weeks per year
Pension:	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
Holiday:	Payment in lieu of holiday is made through the enhancement of the hourly rate
Staff Development:	Corporate and Departmental Development Programme opportunities
Benefits:	To view our full range of benefits, please visit https://www.suffolk.ac.uk/about/work-with-us/#benefits
Reporting to:	Chef Manager

JOB PURPOSE

To work alongside our existing team to provide outstanding service to our Students and Staff within our catering outlets

MAIN DUTIES AND RESPONSIBILITIES

- 1 To assist with basic food preparation and cooking under the direction of our Head Cook.
- 2 To provide a food and drink service to customers.
- 3 To undertake the operation of the till and accurate cash handling plus cashing up, managing discrepancies and banking where appropriate
- 4 Ensuring a high quality of customer service is provided at all times.
- 5 Maintaining equipment in a clean, efficient and safe working condition within the procedures laid down for working areas
- 6 Checking, cleaning and storing equipment after use
- 7 Participate in training when new equipment installed

- 8 Monitoring equipment and stock to provide clear and accurate records to management as required
- 9 To be responsible for maintaining clean, tidy and fully functioning workspaces, including security and compliance with health and safety in line with college policy.
- 10 To ensure implementation of industry specific health & safety best practice, legislation and College policy within working environment.
- 11 To participate in cross college activities such as open events and external promotion activities.
- 12 To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
- 13 Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post-holder to undertake the duties.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good standard of education including Literacy and Numeracy to Level 1 • An Up-to-date Food Hygiene Qualification at Level 2 	
Knowledge and Experience	<ul style="list-style-type: none"> • Relevant professional industry experience; experience of working in commercial catering units • Knowledge of current industry standards, trends and technology • Knowledge and understanding of health and safety best practice and legislation. 	<ul style="list-style-type: none"> • Working with young people • Working in an educational setting
Skills	<ul style="list-style-type: none"> • Ability to communicate with a diverse range of audiences including young people, managers and team members • Planning, time management and organisational skills • Build and maintain professional working relationships • Team work and a commitment to sharing best practice 	
Qualities and Attributes	<ul style="list-style-type: none"> • Self- driven and motivated • Student focused approach • Pro-active and solution focused • Calm under pressure with a resilient approach • Diplomacy, tact and integrity and with due regard for confidentiality 	
Attitude	<ul style="list-style-type: none"> • Driven to deliver high quality service • Embeds and promotes equality, diversity and respect through all aspects of the role • Pro-active commitment towards safeguarding and promoting the welfare of young people • Positive and can-do attitude towards work • Actively participates in continued professional development • Flexible approach to meet changing needs 	

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to shortlist all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure & Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to an enhanced Disclosure check by the Disclosure & Barring Service.

INFORMAL ENQUIRIES

For informal enquiries please contact Robin Mattcroft, Commercial and Chef Manager, by emailing RobinMattcroft@suffolk.ac.uk