

**JOB TITLE**: Catering Assistant

**GRADE**: Business Support

**RESPONSIBLE TO**: Hospitality and Catering Manager

**BANDING:** Point 15

**JOB PURPOSE**:

To be responsible for food preparation/cooking and service within the Stir brand. Maintaining cleanliness of the catering area and supporting the Hospitality and Catering Manager in receiving, storing and maintaining goods.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Main Duties:**

1. To assist in the preparation and cooking of food.
2. To assist in the serving of meals to clients, staff and others and the setting and clearing of tables.
3. To assist in the preparation and serving of beverages to staff, clients and others.
4. To wash and dry kitchen pots/utensils and ensure their proper storage.
5. To clean the kitchen area (floors, cookers etc).
6. To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.
7. To report any problems to the Cook in Charge or responsible individual.
8. Assist in stock taking and storage of stock, including checking deliveries.
9. Attend training courses as appropriate.
10. To support catering learners to successfully achieve their course by training accordingly.

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**Standard for all Jobs**

* To perform services not only for the college but also for any subsidiary as required.
* To take a proactive role in the identification of personal and group training and developmental needs which support college objectives and to actively participate in the fulfilment of identified training and development needs.
* To take responsibility to ensure that all students are safe and feel safe in the college environment and to follow all safeguarding and prevent policies and procedures.
* To contribute promotional activities both inside and outside the college and to assist in the production of promotional and publicity materials as required.
* To operate at all time within both the spirit and the practice of the college Equal Opportunities policies
* To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards / unsafe practices or incidents as appropriate.
* To represent the college in the best light at all times.
* To maintain such records and undertake administrative duties as may be determined by the college.
* To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive and Principal or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the college.

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Prepared by: April Hingley, Hospitality and Catering Manager

Date: June 2021

Name of post holder (please print): ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

**JOB TITLE:** **Catering Assistant**

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| **CRITERIA** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications**  1. Level 1 Cookery. | 🗸 |  | App Form /Int |
| **Experience**  1. Work experience in a kitchen and food service.  2. Knowledge of safe storage. | 🗸  🗸 |  | App Form /Int  App Form /Int |
| **Skills and Abilities**  1. Able to deal with suppliers and safe storage.  2. Cleaning all kitchen equipment and areas.  3. Manual handling.  4. Customer service. | 🗸  🗸  🗸  🗸 |  | App Form /Int  App Form /Int  App Form /Int  App Form /Int |
| **Training**  1. Willingness to undertake necessary staff  development. | 🗸 |  | Int |
| **Safeguarding**  1. Must be suitable to work with young people and  vulnerable adults. | 🗸 |  | App Form/  Int/Checks |
| **Other**  1. Ability to work under pressure and to deadlines.  2. Proficiency with risk assessments.  3. Work flexible hours to suit the job role and  pressure of business. | 🗸  🗸 | 🗸 | App Form /Int  App Form /Int  App Form /Int |

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| E = Essential  D = Desirable | App Form = Application Form Int = Interview  Test = Interview Test Pr = Presentation  Ref = Reference  Checks = Disclosure and barring service checks |

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