##

## Job Description – Hospitality, Retail and Cleaning Assistant (Shared Services)

**Line Manager:** Retail and Procurement Manager

#### Hours of Work: Variable casual hours.  Day time and evenings ( from 0800 hours and  evenings to 2130 hours), to assist with hospitality, retail and/or catering services.

#### Be available for Open Days, Advice and Guidance and Parents evenings.

#### Occasionally may be requested to attend weekends.

***Job Purpose***

Employed by Halesowen College subsidiary company Halesowen College Enterprises Limited you will assist the Retail and Procurement Manager and the Restaurant Manager in ensuring we offer a quality service across all retail, hospitality and cleaning services.

***Key Duties and Responsibilities:***

* To provide excellent customer service for staff, students and external guests.
* Serving of beverages and food across Starbucks, Bistro at B63 or Elliott’s.
* Cooking food in accordance to strict food hygiene regulations and maintaining a high standard of quality control.
* Implementation of health and safety requirements including food hygiene as appropriate.
* Maintaining and operating equipment within the facility.
* Operation of a till and cashless procurement systems.
* Cash handling, banking and associated duties.
* To clean college areas to a safe and satisfactory standard, using appropriate materials and equipment. Following strict cleaning standards for Covid.
	+ Vacuuming
	+ Mopping
	+ Emptying of litter bins
	+ Cleaning of work surfaces and carpets
	+ High, low dusting and wiping
	+ Cleaning of low windows and doors
* To undertake such other duties, commensurate with the post.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**