

## Job Description

**Post Title:** Catering Technician

**Responsible to:** Deputy Head Of Catering

### **Purpose of the Role**

To provide effective Technician support to Lecturers and Assessors in the Catering and Hospitality Services at the College.

### **Duties**

1. To wait on and serve customers in the Wheel restaurant, college meetings and events and other catering operations
2. To assist with the monitoring of income and expenditure relating to the Catering budget as directed by the Restaurant Manager
3. To support tutors and the Restaurant Manager with daily balanced income from clients, students and sales and to pay balanced cash into College Office
4. To prepare materials and equipment for practical classes including the layout and preparation of the kitchen and other working areas
5. To provide technical assistance to tutors, assessors and students, prior to, during and after practical classes
6. To place food orders and orders for equipment and stocks including receipt and making appropriate storage arrangements for food and other consumables
7. To assist as directed with the assessment of students on restaurant and catering activities
8. To stock take and maintain stock records as directed by the Restaurant Manager
9. To carry out general housekeeping duties including the cleaning of kitchen and equipment, preparation of linen, and general support arrangements to the kitchen and restaurant areas
10. To arrange with outside contractors repairs to equipment as required
11. To assist with, participate and take part as necessary in publicity and marketing events including schools liaison/taster day events, open days and other promotional activities
12. To undertake appropriate staff development as agreed with the line manager

13. To assist the Restaurant Manager and tutors in maintaining professional standards in the kitchens ensuring students conform to the appropriate dress code
14. To assist with updating COSHH and Risk Assessments
15. To work up to two evenings per week if required
16. To work co-operatively with other areas of the College to provide a corporate College service
17. To follow strictly the requirements of the College's Health & Safety Policy, Sustainable Development Policy and Equality/Diversity Policy
18. To keep abreast of developments in your principal area of work
19. You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

#### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated and that it relates to the job to be performed. This process is conducted jointly with your Manager. You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**You may be required to work at or from any building, location or premises of Wigan & Leigh College and any other establishment where Wigan & Leigh College conducts its business.**

**You will also be expected to work outside of your normal working hours for College events and enrolments.**

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

This post involves you having considerable contact with children and, therefore, the successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service)

**May 2021**