

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Catering Assistant</b>
<b>Responsible To:</b>	<b>Sandwell Chef Manager</b>
<b>Department:</b>	<b>Catering</b>
<b>Salary Grade:</b>	<b>£12 per hour</b>

### JOB ROLE

The post-holder will work as a member of the catering team and report to the Sandwell Chef Manager.

The Catering Assistant is required to assist with serving of food, setting up the catering area ready for opening.

May include food preparation and any other general duties within the area including cleaning.

The post holder is required to comply with College procedures and statutory legislation for Health and Safety and food hygiene.

### KEY DUTIES

No	Description of Duties
1	To assist with the basic preparation of food and refreshments, which may include some cooking
2	To assist with the care, cleaning, and maintenance of all kitchen equipment
3	To prepare the dining areas for service, including cleaning, sweeping and, spot mopping where necessary
4	To assist with the supervision of students whilst cleaning and tidying the dining area during the main lunch break
5	Serving meals and refreshments in line with college requirements as required
6	Adhering to all food hygiene and health and safety practices
7	To assist with college hospitality functions
8	To assist with the general daily cleaning of the kitchen and associated areas, including washing-up
9	To maintain the agreed standard of dress and appearance

10	To comply with and promote the policies and procedures of the college
11	To work in a safe manner at all times having due regard for others and food safety and health and safety legislation
12	To attend and undertake training courses commensurate with your duties
13	To operate the cash tills and undertake cashier duties in accordance with college procedures

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

### Job Title: Catering Assistant

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1.</b>	<b>Qualifications</b>		
1.1	English and Maths GCSE (or equivalent) at Grade C or above	X	
1.2	Preferably possess a qualification in Catering		X
<b>2.</b>	<b>Experience</b>		
2.1	Knowledge of current food hygiene and health and safety requirements	X	
2.2	Experience of working in a catering or hospitality environment	X	
2.3	Previous experience working within catering in an educational setting		X
2.4	Be able to demonstrate excellent interpersonal skills	X	
2.5	Be able to work as part of a team	X	
<b>3.</b>	<b>Skills/Abilities</b>		
3.1	Good communication and interpersonal skills; able to relate to young people	X	
3.2	Able to respond in a calm and appropriate manner under pressure	X	
3.3	Commitment to Equal Opportunities	X	
3.4	Willingness to undertake further appropriate training	X	
3.5	Ability to work to tight deadlines and under pressure	X	