

JOB DESCRIPTION	
JOB TITLE	Catering Assistant
LOCATION	Unity College
RESPONSIBLE TO	Catering Manager
HOURS	<p><b>20 hours per week, 39 weeks per year.</b></p> <p>Monday to Friday 10.30am to 2.30pm</p> <p>As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term-time.</p> <p>If the duties of this post require work in excess of 39 weeks, due to exceptional circumstances, then you would be entitled to additional payments in line with your normal rate of pay.</p>
CONTRACT	Fixed term - 12 months
SALARY	FLW
OVERALL PURPOSE	<ul style="list-style-type: none"> <li>• To provide and maintain food and drinks service to all students.</li> <li>• To assist in all general duties including food preparation, cleaning and operating till</li> </ul>

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
	<p>Post-specific Responsibilities</p> <ol style="list-style-type: none"> <li>1. Assist in the preparation and merchandising of menu, snack items.</li> <li>2. To ensure service checks are carried out prior to service daily and ensuring that all equipment and products are available throughout service periods.</li> <li>3. To be able to give feedback to students in line to allergy risk assessments of all food sold in college.</li> <li>4. Take responsibility for service of food and drink at all times.</li> <li>5. Replenish, clean and maintain service areas are to unit specification.</li> <li>6. Follow unit procedures to maintain high standards of food and drink service at all times.</li> <li>7. Assist in the service of food and drinks on site.</li> <li>8. To ensure all sales areas and display areas look attractive and clean and products are available.</li> <li>9. To be multi-role multi-skilled member of the team to meet business needs.</li> <li>10. Take ownership for all tasks and duties delegated to you, ensuring they are completed to the agreed standards.</li> <li>11. Be flexible in assisting others when required.</li> <li>12. To ensure all employees work together as a team.</li> <li>13. To have clear understanding of the equal opportunity policy.</li> <li>14. To ensure all employees attend unit meetings and training.</li> <li>15. To communicate effectively with all the team members and participate in all unit activities.</li> <li>16. Maintain a high standard of personnel grooming throughout your shift, and to adhere to college rules and legislation regarding jewellery and personal appearance.</li> <li>17. Unit to meet all legal and contractual requirements.</li> <li>18. Demonstrate diligence whilst on shift and report any concerns to manager immediately.</li> <li>19. To ensure minimising wastage of food and disposables.</li> <li>20. Comply with hygiene health and safety regulations.</li> <li>21. Effective stock rotation, ensuring food quality checks are monitored.</li> <li>22. All cleaning carried out in accordance with unit cleaning schedules signed and dated.</li> <li>23. Comply with all food safety management principles and procedures.</li> <li>24. To produce all products in accordance with portion control preparation, cooking and storage methods.</li> <li>25. To produce all temp control sheets for cooking, hot holding, cold holding, fridge and freezers.</li> </ol>
	<p><b>Note.</b> This job description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder.</p>