

JOB DESCRIPTION

Post Ref: 1903
Post Title: Catering Assistant
Grade: Support Scale
Responsible to: Catering Manager
Responsible for: None

JOB PURPOSE

Preparation, service and clearing of food and beverages.

KEY TASKS AND RESPONSIBILITIES

1. Food and beverage preparation, ensuring the highest quality at all times and in all areas.
2. Serve snacks, meals, beverages, buffets etc. whilst upholding very high standards of Customer Service.
3. Clear tables, keep dining area clean and tidy at all times and wash up crockery and cutlery ready for re-use.
4. Clear up and clean kitchen area and utensils to the desired standard.
5. Comply with food safety regulations (Safer Food Better Business) and ensure completion of all required food safety management records.
6. Handle cash, order stock and stock rotation in line with College Financial Regulations.
7. Carry out additional roles within the Boston College service as required.

OTHER RESPONSIBILITIES

In common with all other employees of the College, the postholder is expected to: -

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedures.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.
5. Take a proactive role in the maintenance of acceptable standards of learner behaviour.
6. Contribute to the development and delivery of the College's 5 Pillars within Strategic Plan and to the achievement of the objectives contained therein.
7. To make a full contribution and evidence impactful activity to drive the Equality, Diversity and Inclusion agenda.
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake any other duties considered commensurate with the level and responsibility of the role.
10. All employees will adhere to all the College ISO standards.

COMPLEMENTARY ROLE TO BE UNDERTAKEN

1. Deputise for Cook in their absence.



APPLICATION GUIDANCE

If you are interested in applying for this role, please email jobs@boston.ac.uk to request a Job Description and an 'Expression of interest' form.

You will be required to detail how you meet the essential criteria for application stage from the person specification.

Closing Date: Wednesday 24 April 2024 by 12 noon.

Interview date: TBC

Catering Assistant: Person Specification

1. ESSENTIAL CRITERIA	SOURCE	
	Application	Panel Interview
Technical & Professional Qualifications:		
Must possess a valid Food Hygiene qualification or be willing to train for one.	✓	
Skills:		
Excellent customer service skills with a friendly and helpful manner	✓	✓
Good organisational and time management skills.		✓
Good numeracy skills.		✓
Ability to carry out a variety of tasks associated with cooking and kitchen duties	✓	✓
Ability to follow procedures and regulations safely and correctly	✓	✓
Ability to work on own initiative and as part of a team		✓
Experience:		
Cash handling experience	✓	✓
Experience of dealing with customers		✓
Knowledge:		
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and vulnerable adults.	✓	✓
2. COMPETENCIES		
Managing Work Effectively managing own time and resources to ensure that work is completed efficiently.		✓
Safety Awareness Being aware of conditions that affect own and other employees safety.		✓
Work Standards Sets high standards for self and others, assumes responsibility and accountability for completion of tasks on behalf of the team.		✓
3. DESIRABLE CRITERIA		
An awareness of the importance of Equality & Diversity	✓	✓
Previous experience in the Catering industry.	✓	✓