SALFORD CITY COLLEGE GROUP

Job Description

Post:	Catering Service Assistant
Salary Grade:	Band 8
Responsible to:	Centre Catering Manager

Key Purpose

To assist in providing a refectory and hospitality service for staff, students and visitors.

Duties & Responsibilities

A	To undertake counter duties for the serving of all food and drinks products on offer within the Catering Service, ensuring that all work undertaken is properly conducted in an efficient, safe and timely manner.
B	To maintain a clean and safe working environment including the correct procedure for storage of all food and cleaning products in accordance with COSHH regulations (including temperature controls).
C	To undertake cash handling, in accordance with the financial regulations.
D	To replenish shelves and vending machines as and when required.
E	To set up, deliver and clear hospitalities as required.
F	To assist with open days and evenings including weekend functions to meet the needs of the College.
G	To be flexible, provide cover for staff absences within the Catering Service across SCC Group to meet the needs of the College.
H	To demonstrate a positive, enthusiastic, committed and flexible attitude towards customers and other team members, ensuring a consistent high standard of service in all aspects of the Catering Service. At all times provide outstanding customer services, aligned to our Gold Standards, ensuring consistent positive experiences for all stakeholders.
I	To carry out any other duties commensurate to the post as required by management.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:
Date:
Name of the post holder:



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Person Specification

	Essential			Desirable		
Qualification	**1**	Level 2 Food Safety Certificate (or willing to work towards)	**Application / Certificate**			
	2	Literacy Level 2				
	3	Numeracy Level 2				
Professional Development	**4**	Evidence of ongoing Professional Development	**Application / Interview**			
Experience	**5**	Dealing with Customers	**Application / Interview**	**A**	Experience of working within an education environment	**Application / Interview**
	6	Cash Handling		**B**	Experience of working within Hospitality services	
	7	Stock control and ordering supplies				
Knowledge	**8**	Food safety	**Application / Interview**	**C**	HACCP regulations & COSHH regulations	**Application / Interview**
				D	Safer food better business (SFBB)	
Skills / Qualities	**9**	Good communication and Organisational skills emphasis on giving service and quality	**Application / Interview**			
	10	Ability to work to deadlines and under pressure				
	11	Ability to work as part of a team				
	12	Flexible approach				
	13	Attention to detail				

	14	Ability to work on own initiative		
Other	**13**	Able to work evenings and unsociable hours		
	14	Ability to travel between College sites		
	15	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	**Application / Interview**	
	16	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion		
	17	DBS Check acceptable to the college will be undertaken for successful applicant	**Application / Appointment**	

