

## Job Description

|                        |                                |
|------------------------|--------------------------------|
| <b>Post:</b>           | Deputy Centre Catering Manager |
| <b>Salary Grade:</b>   | Band 8                         |
| <b>Responsible to:</b> | Centre Catering Manager        |

### Key Purpose

To assist in the preparation and cooking of nutritional food for daily service of meals and hospitality working alongside the Cook In Charge at all times.

To assist in keeping the kitchen clean and tidy in line with food safety regulations.

To assist with the cashing up of the tills as required working with the Cook In Charge.

### Duties & Responsibilities

|          |                                                                                                                                                                        |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b> | <b>To participate in key College processes as required</b>                                                                                                             |
| <b>B</b> | <b>To act at all times in accordance with College policies e.g. Health and Safety, Equality &amp; Diversity, Inclusion and Quality Assurance</b>                       |
| <b>C</b> | <b>To work flexibly in the interests of the organisation as required</b>                                                                                               |
| <b>D</b> | <b>To participate in performance reviews and to undertake staff development activities as appropriate</b>                                                              |
| <b>E</b> | <b>To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with</b> |
| <b>F</b> | <b>To assist the Cook In Charge with the preparation and cooking of menu items for daily breakfast and lunch services.</b>                                             |
| <b>G</b> | <b>To assist the Cook In Charge with preparing food and drinks, delivery of hospitality including room set up and clearance.</b>                                       |



|          |                                                                                                                                                                                                          |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>H</b> | <b>To assist with counting food for stock taking, accepting delivery and storage of food and supplies for the kitchen in accordance with HACCP / COSHH regulations (including temperature controls).</b> |
| <b>I</b> | <b>To assist in ensuring all kitchen equipment and areas are kept clean at all times in accordance with the HACCP and COSHH guide lines.</b>                                                             |
| <b>J</b> | <b>In the absence of the Cook In Charge complete daily temperature records and the Safer Food Better Business (SFBB) diary within the kitchen area.</b>                                                  |
| <b>K</b> | <b>To undertake counter duties including cash handling, in accordance with the financial regulations when required and cash up tills in the absence of the Cook in Charge.</b>                           |
| <b>L</b> | <b>To be flexible, provide cover for staff absences within the Catering and Retail Division to meet the needs of the College.</b>                                                                        |
| <b>M</b> | <b>To demonstrate a positive, enthusiastic, committed and flexible attitude towards customers and other team members, recognising the importance and benefits of effective team working.</b>             |
| <b>N</b> | <b>To assist with ensuring a consistent high standard of service in all aspects of the Catering and Retail Division, looking for ways to improve quality of service at all times.</b>                    |
| <b>O</b> | <b>To carry out any other duties commensurate to the post as required by your Team Leader / Supervisor / Line Manager / Senior Manager.</b>                                                              |

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:**

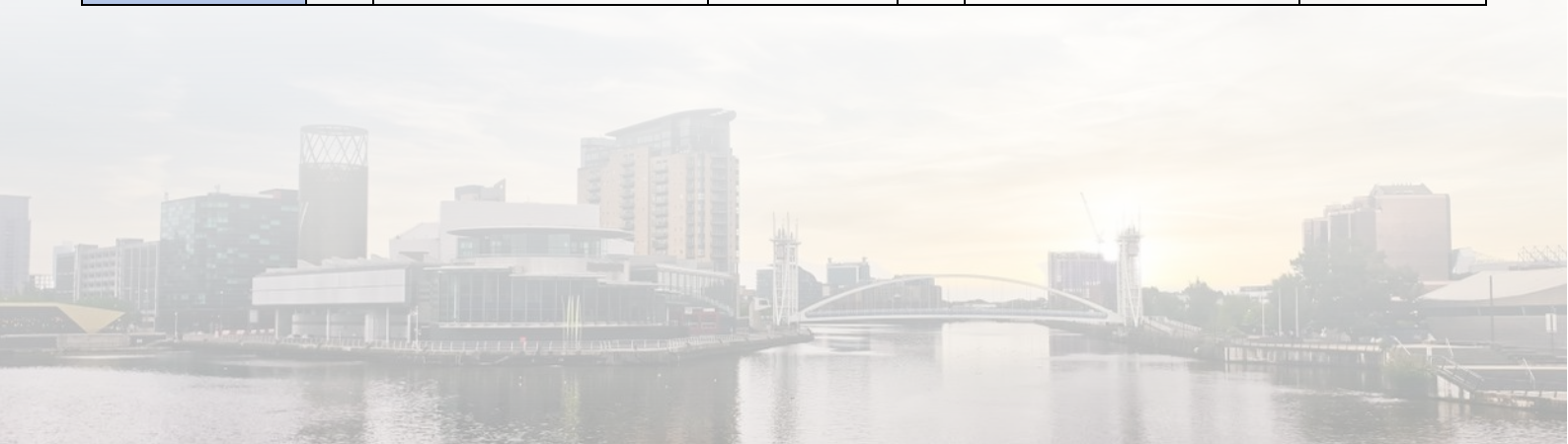
**Date:**

**Name of the post holder:**



## Person Specification

|                          | Essential |                                                                     |                           | Desirable |                         |                           |
|--------------------------|-----------|---------------------------------------------------------------------|---------------------------|-----------|-------------------------|---------------------------|
| Qualification            | 1         | Level 2 Food Safety Certificate or working towards                  | Application / Certificate | A         | NVQ Level 3 Food Safety | Application / Certificate |
|                          | 2         | Literacy Level 2                                                    | Application / Certificate | B         | Nutritional Certificate | Application / Certificate |
|                          | 3         | Numeracy Level 2                                                    | Application / Certificate |           |                         |                           |
|                          | 4         | C&G 7061 or NVQ Level 1 equivalent in Catering and Food Preparation | Application / Certificate |           |                         |                           |
| Professional Development | 5         | Evidence of ongoing Professional Development                        | Application / Interview   |           |                         |                           |
| Experience               | 6         | Food preparation and cooking for large numbers                      | Application / Interview   | C         | Cash Handling           | Application / Interview   |
|                          | 7         | Dealing with customers                                              | Application / Interview   | D         | Batch cooking           | Application / Interview   |
|                          | 8         | Stock control and ordering supplies                                 | Application / Interview   |           |                         |                           |



|                    |    |                                                                                     |                         |   |                            |                         |
|--------------------|----|-------------------------------------------------------------------------------------|-------------------------|---|----------------------------|-------------------------|
|                    | 9  | Experience of working within an education environment                               | Application / Interview |   |                            |                         |
|                    | 10 | Hospitality services                                                                | Application / Interview |   |                            |                         |
| Knowledge          | 11 | Food Safety                                                                         | Application / Interview | E | Safer Food Better Business | Application / Interview |
|                    | 12 | COSHH and HACCP regulations                                                         | Application / Interview |   |                            |                         |
| Skills / Qualities | 13 | Good communication and Organisational skills emphasis on giving service and quality | Application / Interview |   |                            | Application / Interview |
|                    | 14 | Ability to work to deadlines and under pressure                                     | Application / Interview |   |                            | Application / Interview |
|                    | 15 | Ability to work as part of a team                                                   | Application / Interview |   |                            | Application / Interview |
|                    | 16 | Flexible approach                                                                   | Application / Interview |   |                            |                         |
|                    | 17 | Attention to detail                                                                 | Application / Interview |   |                            |                         |
|                    | 18 | Ability to work on own initiative                                                   | Application / Interview |   |                            |                         |



| Other | 19 | Strong values and commitment to the College's ethos.                                                      | Application / Interview   |  |  |  |
|-------|----|-----------------------------------------------------------------------------------------------------------|---------------------------|--|--|--|
|       | 20 | Ability to travel between College sites                                                                   | Application / Interview   |  |  |  |
|       | 21 | Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults | Application / Interview   |  |  |  |
|       | 22 | Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion                     | Application / Interview   |  |  |  |
|       | 23 | DBS Check acceptable to the college will be undertaken for successful applicant                           | Application / Appointment |  |  |  |

