



JOB DESCRIPTION

Job Title:	Catering Assistant
Pay [Point]:	Point 12, £21,028 pro rata, £10.90 per hour
Hours:	30 hours per week. Monday to Friday – see working arrangements below
Weeks	Term time plus 1 week (37 weeks, 185 days, to be worked throughout the year, excluding Bank Holidays)
Reports to:	Catering Manager [day to day supervision by College Chef and/ or Outlet Manager]
Based at:	Stamford College

Job Purpose

The main purpose of the job is to assist in the preparation and sale of food for the outlets throughout the College. This includes the Refectory, Bistro, Borderville Bistro, Preparation Room and any hospitality required, whilst providing outstanding customer service. The post holder should be prepared to vary between outlets as required.

The Catering Team are very much a central part of the College, and strive to ensure that our students and staff get access to a wide range of healthy, good quality food options which are value for money.

Main Duties and Responsibilities

Your main duties and responsibilities will include, but will not be limited to the following areas:

- Operate till point of sale and cash handling.
- Undertake food preparation tasks as directed by the Chef in the College kitchen.
- Assist the Chef with the preparation of meal ingredients which includes washing, cleaning, and peeling, cutting and chopping fruit, vegetables, fish, poultry and meat.
- Prepare, display and package correctly sandwiches, Paninis etc. following strict controls relating to the preparation and the display of allergens in line with company standards and food standard legislation and deliver to the correct units.
- Assist in the setting up and clearing of all areas after service, maintaining a high standard of cleanliness.
- Properly clean and sanitise all food preparation areas according to established standards of hygiene completing appropriate documentation.
- Wash and appropriately store all cooking appliances, work surfaces, utensils, cutting boards and dishes.
- Assist with the washing of all crockery, cutlery and service utensils within the pot wash.
- Maintain a high standard of cleanliness and quality in all of the units.
- Ensure the rubbish is disposed of correctly observing the recycling bins and the College's commitment to reducing waste.
- Support the documentation of the monthly stock take.
- Report any incidents, near misses or areas of concern to the Catering Manager.
- Complete all documentation relating to food safety following correct implementation.

Other

- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group.
- Promote and consistently exemplify behaviours in line with IEG Core Values.
- Co-operate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety.
- The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility.
- Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder.

Terms and Conditions

Contract	IEG Business Support- permanent contract
Pension	Local Government Pension Scheme
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Vacancy 1: 07:30 am – 13:30 pm – Monday – Friday Vacancy 2: 09:00 am – 15:00 pm – Monday – Friday

Application Process

Further information and an application can be found on our website <https://ieg.ac.uk/jobs/> Applicants should submit an application form detailing how they meet the essential criteria on the Person Specification by the closing date.

Closing Date	
Interview Date	

PERSON SPECIFICATION

ROLE: - CATERING ASSISTANT

Criteria	Essential or Desirable		Assessment Method			
	E	D	A	I	T	R
Qualifications						
• Minimum of a level 2 in Hospitality Services and or experience that is considered equivalent.		D	√			
• A basic Food Safety & Hygiene certificate – Training can be provided		D	√			
• GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		√			
Experience						
• Experience in a commercial catering environment with service and basic food preparation	E		√		√	
• Experience of working with a wide range of people and customers	E		√			
• Experience of handling cash, operating tills and payment card transactions	E		√			
• Experience of working in a School or FE College catering team		D	√			
Knowledge						
• Knowledge of Food Safety, HACCP, COSHH and Fire Regulations		D	√			
• Knowledge of basic food preparation	E		√			
• Knowledge of the FE sector		D		√		
Key Skills						
• Excellent customer service skills	E			√	√	
• Approachable, polite, friendly and helpful at all times and ability to handle challenging situations with customers	E			√		√
• Good communication skills	E			√		
• Basic food preparation	E			√	√	
• Good time keeping	E			√		
• Good interpersonal and team working skills	E			√		√
Other						
• Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			√		
• Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			√		
• Evidence of a personal commitment to continuous professional development and training	E			√		
• Commitment to the IEG's Core Values	E			√		
• Awareness of Health & Safety, wellbeing and environmental issues				√		
• Flexible approach to working practices	E			√		√
• Professional appearance and behaviour adhering to uniform standards observed by the Catering Team	E			√		√
• Good previous attendance record	E					√
• Satisfactory enhanced DBS check + barred list for regulated roles	E		Pre-employment check			

Assessment Criteria: A = Application, I = Interview, T = Test, R = References