



CATERING ASSISTANT

Catering Assistant required as soon as possible. The successful applicant will be required to assist and support in the preparation, cooking and serving of basic hot and cold food, set up the dining hall, operate the tills and other duties as necessary, including pot washing. Rate of pay £7.78 per hour. Previous experience and a health and hygiene certificate would be advantageous although training can be provided.

The preferred hours are 8.00 am – 3.00 pm, Monday – Friday, term time only plus 3 days, but we would consider alternative working times for the right candidate. After interview candidates will be required to undertake 2 trial days as part of the application process.

THE CATERING DEPARTMENT

The Catering Department is managed by Carol Perrett who oversees the Linton Village College kitchen. There are at present four full time and two part time Catering Assistants.

SPECIFIC JOB DESCRIPTION

Main daily tasks: as above. Other duties as required by the Catering Manager.

KEY RESPONSIBILITIES

Operations Standards

Support the day to day operation of services. Contribute to high standards of catering provision.

Food Preparation/ Cooking

Assist and support in the preparation/cooking of basic foodstuffs (hot and cold), using set recipes/specifications.

Service & Dining Area Preparation

Assist and support in the setting up of areas for meals/buffets/refreshments. Lay tables etc.

Service

Assist in the service of food and beverages to clients as required. Maintain proper portions when serving.

Equipment

Operation of tills. Support in the use of some cooking equipment such as steamers/ovens etc.

General Kitchen & Cleaning Duties

Under direction, undertake work that falls within the range of general kitchen and cleaning duties within the kitchen and dining areas. Assist in waste materials removal and disposal.

Customer Service & Client Liaison

Project a pleasant and positive image at all times. Show tact and diplomacy in dealing with customers and clients. Respond to minor complaints and familiar problems in a friendly manner to resolve issues. Escalate issues where necessary.

Storage and Ordering

Assist in proper storage and stock control of chemicals and foodstuffs. Use of stock rotation systems. Report items with short shelf life.

Work Standards and Quality Assurance

Assist in the monitoring and recording of standards and critical controls. Accept responsibility for own work output. Take pride in own performance standards. Work to maintain and, where possible, improve on performance standard. Willing to reprioritise work when required.

Records and procedures

Maintain basic and accurate records (e.g. food temperatures) where required. Assist in secure handling of customer payments within agreed systems.

Contractors / Other Workers

Work with where required.

Work Scheduling

Work to schedules as instructed

Teamwork and Collaboration

Work with and support others in the workplace. Show consideration for others and listen and interact with others in a tactful and helpful way.

Training

Willingness to undertake training when required.

KNOWLEDGE

Organisational Awareness

Understand LVC terms and conditions of employment and importance of complying with rules and procedures. Support the values of the organisation.

Service User Awareness

Knowledge of child protection rules. Follow instructions and policy in interactions, formal and informal, with service users. Understanding of different users and their service needs.

Health & Safety

H&S training required. Full knowledge and understanding of H&S policies. Verbally report safety issues to line manager.

COSHH Regulations

Understanding of COSHH Regulations required.

Food Hygiene

Basic food hygiene knowledge required. Must comply with hygiene procedures. Awareness of food safety requirements. Certificate required.

Education

No specific education requirements.

PERSON SPECIFICATION

Essential
<ul style="list-style-type: none">▪ Basic Food Health and Hygiene (or willing to attain this)▪ Ability to work as part of a team▪ Ability to work under pressure▪ Sense of humour▪ A willingness to undertake training▪ Suitability to work with children and young people▪ Personable and well presented▪ Desire to learn and take on new challenges▪ Organised and efficient▪ Be prepared to rotate between kitchens▪ All employees of Chilford Hundred Education Trust share responsibility for the welfare of students in our care and for child protection.
Desirable
<ul style="list-style-type: none">▪ NVQ Level 1▪ Intermediate Food Health and Hygiene• An interest in food / cooking▪ Experience of working with children▪ Customer care background▪ Ability to be flexible with work times▪ Experience of working in a school or college environment

RECRUITMENT INCENTIVES

- Free membership of the College's Fitness Suite.
- Childcare voucher benefits scheme.

APPLICATIONS

Your letter of application should include: your motivation for the post; your skills, knowledge and experience; experience you have gained outside work through voluntary experience or leisure interests.

Completed applications should be returned to Elaine Clayton at the College by 12 noon on Friday 9 February 2018. Only applications submitted on the College's application form will be considered. If you do not hear from us within 6 weeks of the closing date please assume that your application has been unsuccessful.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to DBS clearance and satisfactory references.

We welcome applications regardless of age, gender, ethnicity or religion.

Helena Marsh
Executive Principal