

Job Description - Refectory Assistant



Reporting to: Head of College Catering

Job purpose:

The postholder will be reporting to the Head of college catering working mainly in the College refectory/kitchen or other associated venue.

1. To assist in the preparation and service of food.
2. To carry out general cleaning duties in respect of kitchen area and refectory including the washing of tables, chairs, dishes, utensils and other related equipment.

Main duties and responsibilities:

1. To prepare salads, fruits and vegetables.
2. To prepare sandwiches, wraps and Panini.
3. To assist in the preparation of other foods and beverages.
4. To operate catering equipment and machinery after appropriate training.
5. To operate the point of sale system and be responsible for the balance.
6. To prepare and clean service and dining areas according to the style and type of service required.
7. To assist with food service and clearing according to the style and type of service required and other related duties which may include, cash handling etc.
8. To assist with the filling and cleaning of onsite vending machine
9. To wash dishes, utensils and kitchen equipment and clean the kitchen/dining premises.
10. To maintain high standards of cleanliness and hygiene in the kitchen, when food handling and any associated areas of work, including the dining and service areas using specialised methods, products and equipment as

determined by the College Health and Safety Policies and Procedures and with Statutory requirements.

11. To attend on and off the job training sessions.
12. To undertake any other duties that may be required for the effective operation of the catering establishment such as replenishment and as are commensurate with the grade of post. There may be a requirement to work in other locations within a reasonable geographical distance and within reasonable notice for a limited period.
13. To safeguard and promote the welfare of children, young people, and vulnerable adults as part of your everyday duties.

Person specification:

1. The postholder will be required to work flexible hours and may be required to work overtime and the occasional weekend.
2. The postholder must have or be prepared to work towards a level two hygiene certificate.
3. The postholder will have exceptional standards of hygiene and cleanliness
4. Previous catering experience will be desirable but not essential.
5. The postholder will have the ability to work in a busy environment.
6. The postholder will be able to communicate effectively with all our customers, clients and colleagues and be polite and friendly in their approach.
7. The postholder will be able to work as a team and have a proactive approach.
8. The College is committed to the safeguarding and welfare of children, young people and vulnerable adults. Therefore, the postholder will be suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly.

Candidates will be expected to work flexibly with regards to place and time. It may also be necessary from time to time to work in other locations.

This job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the post.