

Job Description:

Job Title	Catering Assistant
Department	Catering
Grade	Hourly Paid
Contract	Temporary
Location	Institute of Technology – Canning Town

Our Vision & Values

“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.

Job Purpose

To help manage the hospitality service, hospitality staff and the catering services as required. To meet all service requirements in adherence with all legal obligations. Report to chef manager and manage the kitchen brigade in the absence of the chef manager or the Head of Hospitality.

Key duties and responsibilities of the post

DUTIES AND RESPONSIBILITIES

- Ensure that each day sufficient staff are allocated to all locations in order that they can cope with all hospitality and any food preparation needs
- To manage the completion of the financial records, spread sheets, costing, & stock taking
- To oversee the service during all service times and to ensure smooth running of the service.
- Provide counter service supervision
- To manage the cleaning down of work areas and equipment
- Ensure that sufficient provisions are ordered to meet the menu requirements for the week such as condiments, soft drinks etc.
- Complete the order sheets in such a way that all quantities of food required are ordered
- Ensure all food commodities are available for each counter and they are available in stores/freezers
- Carry out stock taking once a month of stock to meet the requirements of the college. stores/fridges/freezer coffee shop
- Receive goods entered the catering department as required for hospitality or as ordered by the kitchen manager or on behalf of the school of hospitality.
- Carry out stock taking once a month of stock to meet the requirements of the college. stores/fridges/freezer coffee shop
- Keep file information up to date including visits from EHO
- Carry out any book work required by the company either catering manager or the request of the head of hospitality
- To wear correct uniform and follow personal hygiene rules and regulations
- In the absence of kitchen manager lock kitchen area when finished for the day
- To know your client and to maintain a professional image with customers
- To assist the kitchen manager to ensure that all staff training and records are kept up to date.
- Work areas to be maintained to a safe and hygienic standard
- Training and monitoring of kitchen staff in hygiene and safety tasks
- Any reasonable requests as asked by head of department or kitchen Manager.
- Support College initiatives and aspirations to achieve Net Zero carbon.

Person specification:

The selection panel will be looking for evidence of these criteria in your application form, any testing or technical assessment procedures used and the interview(s) only. You should use the further information section of the application form to address the criteria shown below.

QUALIFICATION / EXPERIENCE

- Experience of working in a hospitality or catering voluntary or paid role
- GCSE grade A*-E in English and Maths
- Aware of Health and Safety, COSHH, dietary and allergen requirements

ABILITIES / SKILLS

- Ability to organise, co-ordinate and priorities your work and that of your team, to meet targets and deadlines
- Ability to listen and talk to customers to enable you to understand their problems and queries and take appropriate action
- An understanding of the differing needs of your customers and the ability to produce a service appropriate to their individual need
- Work to meet customer's requirements
- Ability to work under pressure
- Ability to accurately record information
- Train new staff members in the use of the electronic till system
- Train new staff members in the different styles of hospitality as required by the business.
- Flexibility in the job role as required by Kitchen Manager or Head of Service
- Liaise with suppliers in the purchase of supplies on behalf of the college
- Work with students whilst they are running the counter
- Work alongside teaching staff to provide learning opportunities for students.
- Provide feedback to teaching staff and Head of Hospitality re student performance

PERSONAL QUALITIES

- Maintain high level of confidentiality. Show initiative
- Good at making friendly relationships with colleagues and clients
- To ensure all forms are filled out and signed in line with HACCP.
- To ensure the cleanliness of the kept to a high standard
- To make sure the allergen policy is kept up to date
- To be aware of the health, safety, and hygiene regulations
- To be aware of fire procedure and to ensure the safe practices of our employees and customers
- To report any faulty equipment, losses, or breakages
- To assist all colleagues either in kitchen or coffee shop and to work as part of the team
- To ensure a service briefing to be done before every service
- Ensure that safe working practices are followed in respect to COSHH and other risk assessment control measures

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- To be responsible for the staff's health and safety and to comply with the 'The Health and Safety at work act 1974'.
- To cover cashing up and financial procedures
- Be confident & positive, reliable, trustworthy, honest, and punctual.

MOTIVATION

- Commitment to a high standard of service
- Ability to motivate others
- Willingness to undertake further training in development of role