



## **JOB DESCRIPTION: CATERING ASSISTANT**

### **Our Aim**

Liberty Training is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help learners achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College and our soon to be established high school, Liberty High.

### **Your Role**

We have several exciting opportunities to join Liberty College, a growing and thriving organisation who are soon to be expanding into new premises.

Liberty College is looking to recruit a part-time Catering Assistant, to support the Catering Manager at our new college site canteen facility, The Grub Hub. You will be assisting with hygienic preparation, delivery and serving of meals and ensuring the kitchen and equipment is cleaned to a high standard.

### **Requirements**

Your normal hours of work are 10.00am – 2:30pm, Monday- Friday, term time only, but this may vary according to the needs of the company.

You must have an outgoing, friendly, and confident personality with a positive attitude and a passion for helping others. We have a holistic approach to training young people, helping them wherever possible with the challenges that life may throw at them, and to join our team, you would need the same attitude.

Our team all have an 'all hands-on deck' approach, so you may be asked to assist the team in other areas.

### **Disclosure and Barring Service (DBS) Checks**

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

### **Responsibilities**

#### ***General***

- To fully understand the aims, objectives and ethos of Liberty and to reflect these in your daily working life
- To adhere to Liberty's policies and procedures
- To act in a professional yet approachable manner at all times
- To attend regular meetings and supervisions to help your own professional development
- To attend training as required
- Any other tasks as required or requested by your Line Manager



### Outline of main duties:

- Provide daily cleaning of kitchen surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals can be prepared in accordance with acceptable standards of hygiene
- Support the Catering Manager to ensure all deliveries are checked and inspected on arrival for quantity and condition and are adequately secured and rotated
- Assist with maintaining an up-to-date record of stock
- Assist with the preparation, delivery and serving of meals and snacks on time during break and lunch times
- Support the Catering Manager with special functions (e.g. Staff training courses or induction programmes)
- Serving customers (Learners and Staff) and cash handling
- Any other duties as directed by the Catering Manager

### Key responsibilities:

- Ensure high standards of hygiene and comply with Health & Safety, Fire Regulations and other relevant policies
- Understand and able to apply Health and Safety procedures relevant to the job such as:
  - Manual handling;
  - Safe use of machinery and/or equipment;
  - COSHH ;
  - First Aid and Hygiene Practice;
- Knowledge of food allergen labelling and have an understanding of Government legislation on nutritional standards in schools.
- Be aware of special diets, cultural considerations, allergies, and life choices
- Ensure equipment maintenance issues are reported to the Catering Manager
- Report accidents to a first aider and associated paperwork completed (e.g. Accident Form/Book)
- Knowledge and understanding of safeguarding issues and procedures

## PERSONAL SPECIFICATION: CATERING ASSISTANT

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION LEVEL AND QUALIFICATIONS</b>		
Good levels of competency in literacy & numeracy, preferably at GCSE Grade C or above or equivalent	✓	
Food Safety Certificate - Level 2 or equivalent	✓	
First Aid at work qualification or willingness to undergo training	✓	
Driving licence and own car	✓	
<b>SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS</b>		
Experience of working in an industrial kitchen		✓
Knowledge of procedures and equipment for preparing, serving, and assisting with cooking of food, relevant hygiene requirements		✓
Knowledge of legislative requirements relating to the catering industry		✓



Experience of working with SEND children and young people		✓
Knowledge and understanding of safeguarding issues and procedures	✓	
<b>PERSONAL ATTRIBUTES</b>		
A passionate, outstanding professional	✓	
“Glass Half Full” outlook!	✓	
Evidence of excellent interpersonal and communication skills (both verbal and written) and appreciation of the importance of positive communication with learners and staff	✓	
Excellent organisational skills; able to balance conflicting priorities	✓	
IT literate with familiarity with Microsoft applications		✓
Flexible, adaptable and calm under pressure	✓	
Good problem solving and decision-making skills		✓
Understanding of the need for confidentiality and sensitivity	✓	
Understanding of how the role contributes to the overall operation and success of the college	✓	
A respectful attitude to differences and an understanding of equality and diversity	✓	
Commitment to promoting good practice and adhering to the company ethos	✓	

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Director/Line Manager’s signature:**

---

**Print:**

---

**Date:**

---

**Postholder’s signature:**

---

**Print:**

---

**Date:**

---