



Part Time Catering Assistant

Job Description and Person Specification

Reports to: Catering Manager

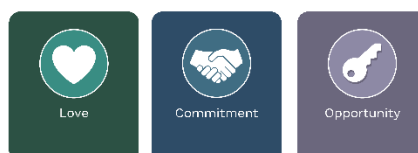
Responsible to: Head of Heath Farm College

Job Purpose

The purpose of this job is to assist the Catering Manager to prepare and serve college meals. There is also an expectation of interaction with students to model professional relationships and promote healthy lifestyles during college break times. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main Duties and Responsibilities

- To promote and model the college values of Love, Commitment and Opportunity throughout all daily activities
- To assist with the preparation, cooking and serving of meals, considering any special dietary needs
- To run the kitchen when the Catering Manager is on their non-contact day, as part of the company's four day working week privilege
- To assist with the clearing up and cleaning of the kitchen equipment, kitchen area and dining hall
- To ensure food preparation both on site serving, and for other provisions, if required in an exceptional circumstance
- To ensure all health and safety and food hygiene regulations are maintained within the kitchen environment
- To ensure a high standard of cleanliness is maintained
- To ensure adequate food supplies through liaison with the Catering Manager
- To report any problems raised to the Catering Manager in the first instance
- To report any cancellations or extra meals needed and maintaining records as and when required by the Catering Manager
- To ensure that meals are completed on time in a safe and hygienic setting
- To report any issues with regards to student conduct to college support or teaching staff in order for them to maintain the college's standards in line with the college values and Code of Conduct



General Accountabilities

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted in the work areas for which the postholder is responsible and to maintain a safe working environment
- Work in compliance with the Code of Conduct, regulations and policies of the college, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- Attend training courses, and team meetings as required

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none">• Good standard of education, catering experience• NVQ Level 2 – Food Preparation• Food and Hygiene Certificate Level 2
Experience	<ul style="list-style-type: none">• Some experience of working in a similar role• Experience of producing home cooked food
Knowledge	<ul style="list-style-type: none">• The need to comply with the information provided in your staff handbook distributed to you at your induction• You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others• Awareness and understanding of current legislation and guidelines relating to nutrition, food and hygiene, health and safety and COSHH• Understanding and firm knowledge of a wide range of lifestyles, through choice or need
Skills	<ul style="list-style-type: none">• The ability to work in an organised manner• Ability to work under pressure• Have a passion for food and be able to promote healthy lifestyles• The ability to understand direct instruction from your Line Manager or from the Senior Leadership Team• Flexible approach, willing to take on new ideas to further improve the service to our students and staff
Personal style & behaviours	<ul style="list-style-type: none">• Ability to promote and model the college values on a daily basis• Ability to abide by the Heath Farm Code of Conduct• Develop good relationships with others by behaving with integrity, treating people with respect and leading by example• Demonstrate a professional approach which generates credibility and confidence• The ability to work independently in addition to being a team player



Love



Commitment



Opportunity

Essential

- Commitment to the college values
- Ability to be adaptable in a fast-paced environment
- Commitment to the safeguarding and welfare of all young people and young adults
- Flexibility to manage short-notice change calmly and effectively
- Excellent team player
- High expectations of self and others
- Resilience
- Ability to work on own initiative
- The ability to listen and communicate effectively
- Sustain energy, optimism and motivation in the face of pressure and setbacks;
- Stay calm in difficult situations and maintain clarity of vision
- Commitment to on-going improvement and learning

Desirable

- Experience of working with young people and young adults from challenging backgrounds
- The courage and conviction to make a difference
- Be able to support the team and be aware of others' levels of resilience in different situations

