



## JOB DESCRIPTION

<u>Post Title:</u>	Catering Assistant
<u>Working Hours:</u>	Monday to Friday – 6.5 hours per day (term-time only)
<u>Purpose:</u>	To provide catering assistance to all staff and students within the wider College.
<u>Responsible to:</u>	The Principal through the Unit Manager.
<u>Liaising with:</u>	Relevant staff within College, e.g. other catering staff, teachers within the department and faculty and support staff.

### Main Duties and Responsibilities

- To provide a range of catering functions including:
  - Assisting the daily running of the catering department keeping all areas clean and tidy
  - Preparation of food
  - Serving of customers
  - Cash handling and till work
- To assist with evening / weekend activities and functions and other College events as required
- To work as an effective member of the Catering Team
- To carry out such other duties as may reasonably be allocated by the Principal, or designated alternate
- To actively participate and contribute to the Catering Team, covering for other Catering Assistants where appropriate
- To become familiar with the services provided by the Catering Team in order to be able to deal with both internal and external enquiries, where appropriate
- To deal with all staff and students in a polite and professional manner

### Staffing

#### Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

#### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

### Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

### Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

### Management of Resources

- To contribute to the maintenance of an attractive working environment within the Catering department

### Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To carry out duties with due regard to the college's policies on equal opportunities, health and safety and quality assurance.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

## PERSON SPECIFICATION: CATERING ASSISTANT

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in their application and where appropriate should give examples of how they meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of working catering (training will be given)		✓	Application, Interview
Catering experience in an educational environment		✓	Application, Interview
<b>Skills and Knowledge</b>			
Ability to adhere to all health and safety, food hygiene rules	✓		Application, Interview, Test
Have passion and enthusiasm for fresh food and great service		✓	Application, Interview, Test
Be naturally outgoing and energetic with an ability to communicate effectively at all levels		✓	Application, Interview
Demonstrate high standards of appearance and dress at all times	✓		Application, Interview
Willing to adapt to changing priorities	✓		Interview
Punctual and a good time keeper	✓		Interview
Ability to maintain high standards of cleaning within the department	✓		Interview
Demonstrate confidence with a 'Can do' attitude	✓		Interview
To be able to work under own initiative and as part of a team.	✓		Application, Interview, Test
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
Be driven by excellence and attention to detail	✓		Application, Interview
<b>Qualifications</b>			
Educated to GCSE level or equivalent.		✓	Application, Interview
<b>Attitude and Impact</b>			
Positive and Enthusiastic	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks. Must be flexible to cover for holidays and functions as needed.	✓		Interview
Smart in appearance and manner	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Committed to Equality and Diversity	✓		Interview
<b>Personal</b>			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>* this will follow an initial offer of employment</i>			

## SALARY AND CONDITIONS OF SERVICE

This post is a term-time only position. Hours per week for this post are outlined below:

- Monday to Friday – 6.5 hours per day (term-time only)

**You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

Applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

<b>Start Date</b>	ASAP
<b>Closing date</b>	Closing date for receipt of applications is <b>10am on Thursday 16<sup>th</sup> September 2021</b> . We will not be able to accept applications after this date, except in exceptional circumstances.
<b>Salary</b>	Salary will be points 1-3 on the Sixth Form College's Support Staff Scale, currently £17,372 - £18,409 per annum (full time equivalent). <i>As this post is 6.5 hours per day, term-time only, this amount will be pro-rata.</i>
<b>Interview date</b>	It is anticipated that interviews will be held on the week commencing <b>week commencing 20<sup>th</sup> September 2021</b> and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
<b>Payment</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
<b>Pension Scheme</b>	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
<b>DBS Clearance and Safeguarding Checks</b>	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
<b>Rehabilitation of Offenders Act 1974</b>	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>