

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST: CATERING ASSISTANT**

**RESPONSIBLE TO: Catering Manager**

**RESPONSIBLE FOR:-**

Main purpose of post:

To provide general assistance in the kitchen/refectory dining areas and serve food to customers in a polite, professional and friendly manner.

Responsibilities:

- 1 To serve food to customers in an efficient and pleasant manner
- 2 To clear dining areas on a regular basis
- 3 To operate the till ensuring that College tariffs are adhered to and cash up where required
- 4 To assist in the preparation, cooking and reheating (as appropriate) of food for students, staff and visitors
- 5 To assist in the washing up of crockery, cutlery and food preparation utensils
- 6 To keep food units adequately stocked
- 7 To clean the dishwasher
- 8 To deliver buffets, coffee trays and serve where necessary
- 9 To work on a rota system in different areas of the Refectory across all sites of the college.
- 10 To attend and participate in staff training days as and when required and therefore be flexible in working pattern to accommodate this.
- 11 To be aware of and abide by the College health and safety procedures and associated policies.
- 12 To proactively implement the College's policies and procedures.
- 13 Any other duties commensurate with the post as directed by the Principal and/or Catering Manager.

**This job description will be reviewed annually as part of a process of performance review.**

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who**

are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

<b>Date: January 2015</b>	<b>Signature:</b>
<b>Issue: 2</b>	<b>Ref: Jobdesc/Catering Assistant</b>

**LEEDS COLLEGE OF BUILDING**

**PERSONNEL SPECIFICATION**

**POST: CATERING ASSISTANT**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
RELEVANT EXPERIENCE	Relevant catering experience Experience of working with the public Experience of cash handling	Experience of working in a similar environment	Application form/Interview
EDUCATION & TRAINING	Basic Food Hygiene Certificate Level 2	Intermediate Food Hygiene Certificate Customer Care training	Application form/Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent customer care skills Knowledge of basic food hygiene regulations and standards		Application form/Interview
ADDITIONAL FACTORS	Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Interview

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*