



Required to start ASAP

CATERING ASSISTANT (Permanent, Term time only)

We are looking for an energetic and dedicated team member, who is able to work in a fast moving and demanding environment, with initiative and enthusiasm within our busy catering team. You will be responsible for hot and cold food preparation, serving customers, and cleaning within all areas of the kitchen.

The successful candidate will report to the Catering manager, and work alongside four other Catering Assistants and the Kitchen Porter.

There will be opportunities for you to undertake individual training and development, which is encouraged through the college induction and staff development programmes.

Pay, Pensions and Safeguarding

This is a permanent post, working **37 hours per week, 39 weeks per year** (during term time, September to July). The start and finish times will be 7:30am to 3:00pm Monday to Friday, with a half hour unpaid lunch break each day.

The actual salary for this post is **£13,446 per annum, which includes 4.7 weeks of holiday pay**. This is based on point 14 within grade 2 of the support staff pay spine, for which the full time salary is £16,000 per annum. This will increase annually up to £14,286 (based on a full time salary of £17,000) subject to satisfactory performance.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 5.8% of your gross salary and the College contribution would be 17.2% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



HOW TO APPLY

For details of how to submit your application, please visit our website www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Your application should include the following:

- **A completed application form**
- **A brief statement outlining how you meet each of the criteria in the person specification below.**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A completed equality & diversity recruitment monitoring form**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

The deadline for receipt of applications is **9am on Monday 13 January 2020**

Interviews will take place on **Monday 20 January 2020**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

December 2019



JOB DESCRIPTION

Post Title: Catering Assistant

Responsible to: Catering Manager

Job Purpose: To assist in the provision of a quality catering service to the college community, in a cost effective & efficient manner.

Main Duties:

1. To serve the students and staff in an efficient, friendly and courteous manner whilst promoting all food & services offered by the catering department.
2. To work as part of a team, with the ability to multi-task and prioritise workload.
3. To fully understand, and comply with Food Safety procedure and Health & Safety regulations at all times.
4. To report immediately any incidents or accidents which may cause potential risk, and take appropriate action as necessary.
5. To ensure a high standard of cleanliness and presentation at all times, and to wear the uniform provided during working hours.
6. To listen to customer complaints, compliments or suggestions and highlight to the catering manager as soon as possible.
7. To be customer focused and promote a friendly & positive environment in which to work.

Specific Duties:

1. To undertake all aspects of food preparation, including cooking to the standards set down by the College and the Catering manager, and complete all tasks in a timely manner.
2. To take customer payments accurately, and communicate clearly with colleagues and customers alike.
3. To assist in the restocking of counters and vending machines as required, ensuring that stock is rotated and replenished throughout the service period.
4. To undertake all aspects of cleaning, including walls (up to 6ft), floors, and items of catering equipment according to the cleaning schedule or as directed.
5. To assist with the management of stock ordering, receiving, and storing including stock rotation and security.
6. To assist in the food service delivery of college internal and external events, some of which may occur outside normal working hours.

Other duties:

1. To attend all departmental meetings & training sessions necessary to maintain the standards/ safety of our customers and catering team, including Food Safety, Manual Handling, COSHH, and all college training sessions as required.
2. Participate in a programme of personal staff development and appraisal system, appropriate to both individual and college needs.
3. To undertake any other duty reasonable requested, consistent with the needs of the department and the college.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

JOB TITLE: Catering Assistant

DEPARTMENT: Catering Services

RESPONSIBLE TO: Catering Manager

We are looking for someone who can show evidence of the following skills, experience and attributes:

	Method of assessment
Qualifications	
1. Food Safety Level 2 2. COSHH	Certificates Application
Skills	
3. The ability to contribute to and work effectively within a team environment and an understanding of how a successful catering operation and team works.	Application Interview
4. The ability to communicate effectively, with students and colleagues alike, and maintain a professional approach when dealing with issues of student behaviour.	Application Interview Assessment
5. Possess excellent interpersonal skills, work using initiative and to have awareness within the kitchen at all times.	Interview Assessment
6. The ability to prioritise and organise your own workload in an effective and accurate manner, whilst working within tight time restraints.	Application Interview Assessment
7. The ability to serve quickly and effectively, whilst having the flexibility to respond positively to requests made at short notice.	Application Interview Assessment
8. To work in a clean & methodical manner, and to maintain a safe working environment in line with Health and Safety legislation.	Application Assessment
9. To have the ability to multi-task within a very busy service department, with an understanding of how to best deliver great customer service.	Interview Assessment
Knowledge and Experience	
10. A minimum of 2 years' experience of working in a customer facing role within a demanding catering establishment.	Application Interview Reference
11. Previous experience of the preparation, storage and display of hot & cold food items, whilst working within Food Safety guidelines.	Application Interview Assessment
12. Experience of handling cash, and taking cashless/card payments.	Application Assessment
Other	
13. Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.	Interview
14. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct and the Equality and Diversity Policy.	Application Interview
15. An understanding of Safeguarding and a commitment to create a safe learning environment.	Application Interview

Previous relevant experience within a sixth form or general further education college is desirable but not essential.