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| **Cook Netherfield Campus** |

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| **Reporting to:** | Catering Manager |
| **Working Hours:** | Full time Fixed Term contract  from 4th of September 2017 to 21st December 2017  (40 hours per week) |
| **Salary:** | Pro rata £17,275 to £21,568 (Point 10 – Point 17)  Actual salary from : £4,983 |
| **Annual Leave:** | Pro-rata 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

Responsible for the day to day operation of the Netherfield Campus College catering facility ensuring provision of good quality meals and refreshments for up to 80-100 students, staff and visitors. Serving a light breakfast and hot and cold lunches operating the outlet for student morning and afternoon breaks

**Duties and Responsibilities of the Job**

1. *Catering operations*

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| 1. Prepare, cook and serve meals to a high standard. Complying with cash handling procedures and preparing basic daily sales and cash returns |
| 1. As directed by the Catering Manager prepare menus appropriate to student needs and menus for other functions, taking into account the college goals in regard to promoting healthy eating and supporting local rural business by using local seasonal produce. |
| 1. Ensure that everyone using the catering facilities is treated politely and courteously, be they students, staff or guests. |
| 1. Ensure kitchen and wash-up areas are kept in a clean and hygienic condition. To keep up to date with food safety guidelines and legislation to ensure compliance. |
| 1. Ensure the cleaning schedules are followed and tasks are completed. |
| 1. Ensure that cleaning and food temperature records are kept. |
| 1. Ensure food wastage is kept to a minimum by cooking only the appropriate number of meals and carrying out strict portion control. |
| 1. Comply with food hygiene regulations by wearing the appropriate clean protective clothing while preparing and serving food, and to ensure all other members of staff do likewise. |
| 1. Ensure that all stock is stored appropriately and stock rotation procedures are followed. Ensure that all stock issued to other departments is recorded to enable stock records to be kept accurately |
| 1. Be required to cover for functions requiring catering during holiday periods and at weekends and evenings. |
| 1. .Ensure that meal eligibility procedures for students, staff and guests are followed at all times |
| 1. Undertake manual handling takes as directed. |
| 1. Where required provide temporary cover in a similar capacity to complete catering services at the colleges main Plumpton site and other outlet centres. |

1. *Continuous Professional Development*

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

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| **Essential criteria for the post** |
| Min of City & Guilds 701 & 702 or equivalent qualification or experience  Hold a current food hygiene certificate  Min of 2yrs in experience in a similar position, |
| A passion for good food  Creative ability and flair using fresh produce |
| Physically fit, able to undertake manual handling duties.  Able to demonstrate great customer service skills |
| Full UK Drivers Licence |
| **Desirable criteria for the post** |
| Outgoing, approachable and flexible. |
| Team working experience and works well under pressure  Previous experience of deputising for Head Chef and Supervisory skills |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 07.30 to 16.30 Monday to Friday but some flexibility will be required to meet the needs of the business. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is Pro-rata 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.