Dec 2018



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| **Netherfield Campus, Food service (Catering) Assistant Term Time only Contract** |

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| **Reporting to:** | The Catering Manager |
| **Working Hours:** | Full time (37 hours per week) Term time only 38 weeks |
| **Salary:** | £15064.92 FTE per annum (pro rata for hours & weeks worked) (Point 8)  Actual Salary £11008.98 per annum |

**Job Purpose**

Be part of the catering team to assist the Catering Manager responsible for the day to day operation of the College catering and café/snack bar facilities, ensuring provision of good quality catering services for students, staff and visitors.

This role will be based at our Netherfield campus, main duties will be to work in our Pit Stop café/snack bar providing a light café/snack bar style food and beverage service.

**Duties and Responsibilities of the Job**

1. *Catering operations*

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| 1. Provide a daily light food/snack menu and beverage service in our Pit Stop Cafe/Snack Bar and be part of the Netherfield Campus staff team, providing a service to our students. |
| 1. Ensure that everyone using the catering facilities is treated politely and courteously, be they students, staff or guests. |
| 1. Experience in preparing, cooking and serving simple menu items such as jacket potatoes, panini’s, sandwiches, salads and one pot meals. |
| 1. Ensure kitchen and servery wash-up areas and the customer seating 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 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. Ensure that meal eligibility procedures for students, staff and guests are followed at all times, and records kept for free meals and bursaries. |
| 1. Undertake manual handling tasks as required. |
| 1. Where required, provide temporary cover in a similar capacity to complete catering services at the College’s main site at Plumpton or our out centre at Stammer Park. |

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**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| A catering qualification or experience in food preparation and service. |
| Hold a current Food Hygiene Certificate. |
| Experience in coffee shops/cafes or school/college catering environment |
| The post holder must be able to work without supervision as this is a one-person operation. |
| Physically fit, able to undertake manual handling duties. |
| Able to demonstrate great customer service skills |
| Full UK Drivers Licence (Own transport may be required due to the location of Netherfield Campus) |
| **Desirable criteria for the post** |
| Outgoing, approachable and flexible. |
| Team working experience and works well under pressure. |
| Min of 2yrs in Experience in a similar Position. |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.00 to 16.00 Monday to Friday. This is term time only post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**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.