



Food Service (Catering) Assistant	
Reporting to:	Catering Coordinator
Working Hours:	12 hours per week 09:00 – 15:30 (Thursday and Friday)
Contract:	Term time only
Salary:	Up to £6,934 per annum

Job Purpose

This role is a crucial element of the Plumpton College Catering team, providing day-to-day service in the Potting Shed which serves our students, staff and visitors as well as supporting with catering events and functions. The Potting Shed works alongside our other busy outlets; the Graze cafe and the main dining room. Our Catering team ensures provision of good quality meals for residential and day students, whilst providing swift service over busy periods and always delivering a friendly, pleasant and efficient customer experience.

Duties and Responsibilities of the Job

1. Catering operations

a. Be part of the catering team, serving meals and catering requirements across our catering outlets to a high standard.
b. Ensure that everyone using the catering facilities is treated politely and courteously, be they students, staff or guests.
c. Carry out general duties such as serving customers, cleaning and washing up (both manual and mechanical)
d. 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.
e. Ensure the cleaning schedules are followed and tasks are completed.
f. Ensure that cleaning and food temperature records are kept.
g. Ensure food wastage is kept to a minimum by carrying out strict portion control.
h. 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.

i.	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.
j.	Be required to cover for functions requiring catering during holiday periods and at weekends and evenings.
k.	Ensure that meal eligibility procedures for students, staff and guests are followed at all times
l.	Assist in all areas of the Catering operations Dining room /Snack bars/Function meeting rooms when required, and undertake manual handling tasks as directed.
m.	Replenish and Clean vending machines, ensuring stock rotation/controls and financial procedures are followed.

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

Criteria for the post
A catering qualification or Experience (Not essential)
Hold a Current Food Hygiene Certificate (Not essential)
Experience in a similar Position, (Not essential)
Physically Fit, Able to undertake Manual Handling duties.
Able to demonstrate great customer service skills
Due to the Location of the College Own transport if not living on site (Residential)
Desirable criteria for the post
Outgoing, approachable and flexible.
Team working experience and works well under pressure

CONDITIONS OF EMPLOYMENT

Working hours

Date issued: November 2025 -- JD category: Catering/Hospitality -- Agreed.

Basic working hours are Thursday and Friday. Hours are approximately 09:00 to 15:30, however some flexibility will be required to meet the needs of the business.

This is a term time only post. There may be some evening and weekend working required to support faculty activities and whole college recruitment and promotional functions and events.

Annual Leave

As this position is term time only there is no annual leave.

Continuous Professional Development (CPD)

The 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.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension 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.

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