St Ambrose College

Job Description – Food Service Assistant

Role Title	**Food Service Assistant**
Salary	NJC 3 (actual Salary £11,760)
Hours	Part-time, term time only **Working pattern:** Week 1 (4 days - Mon/Tues/Weds/Fri) 21.75 hours Week 2 (3 days - Mon/Tues/Weds) 17.75 hours
Purpose of the role (job statement)	To work under the direction of the Catering Manager and Deputy Catering Manager, assisting with food preparation, cooking where required, serving meals and refreshments, and maintaining clean, safe and orderly catering areas.
Responsibilities	Support the preparation and service of food and refreshments; help maintain high standards of cleanliness, food safety and customer service; assist with hospitality and duties.
Responsible to	**Catering Manager**

Main duties and responsibilities

- Assist with the basic preparation of food and refreshments in all catering areas as required, which may include some cooking.
- Serve meals and refreshments in line with College requirements, maintaining a welcoming, helpful and customer-focused approach.
- Assist with the care, cleaning and maintenance of equipment used in catering areas and the kitchen.
- Undertake washing-up and the general daily cleaning of the kitchen and associated areas.
- Assist the Catering Manager and colleagues with school hospitality functions.
- Operate tills under the direction of the Catering Manager.
- Maintain the agreed standard of dress and personal appearance.
- Comply with College policies and procedures at all times.
- Work safely and have due regard for the safety of colleagues, students and visitors
- Follow food safety and health and safety requirements at all times.
- Attend and undertake training courses appropriate to the duties of the post.
- Undertake any other reasonable duties appropriate to the role, as directed by the Principal or Catering Management, to support the smooth running of the College.

Indicative knowledge, skills and experience

See Person Specification

Health and Safety - Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date if relevant to your position

Continuing Professional Development - In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Note - This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.