

Post: Catering Assistant
Responsible To: Chef manager/Cook Supervisor

JOB DESCRIPTION

Purpose of Job: To undertake general catering and cleaning duties as may be required in support of the college's dining and kitchen facilities.

Main Duties and Responsibilities

- Daily cleaning duties in kitchen and dining area.
- Carry out, under supervision, preparation of food eg vegetable preparation, baking, finishing off meals.
- Assist with the serving of meals.
- Inform the Chef Manager or Cook Supervisor of any fault or malfunction in any equipment or machinery in the kitchen.
- Undertake any other duties that the Chef Manager or Cook Supervisor consider necessary to ensure the smooth running of the kitchen and meal service.

Key Contacts and Relationships

- Senior Management & staff in College
- Conference & Training delegates
- Students
- Visitors and other customers

CONDITIONS OF SERVICE

Post Title: Catering Assistant
Location: Newbattle Abbey College
Term of Appointment: Permanent - 20 hours per week
Remuneration: £10.26 per hour & 18.9% contribution to Pension scheme
Reporting to: Chef Manager/Cook Supervisor
Closing date: Monday 25 July at 5pm

Person Specification
Knowledge, Skills and Experience needed for Job

Education and Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • No formal qualifications are required 	<p>Desirable</p> <ul style="list-style-type: none"> • Basic food hygiene certificate
Experience and Knowledge	
<p>Essential</p> <ul style="list-style-type: none"> • Experience of dealing with the public 	<p>Desirable</p> <ul style="list-style-type: none"> • Good knowledge and practical experience of catering services • Awareness of health & safety requirements
Skills and Ability	
<p>Essential</p> <ul style="list-style-type: none"> • Ability to be adaptable to cover unsociable hours including weekends, split shifts, early mornings and evenings • Good communication skills • Ability to get on well with staff, students and members of the public 	<p>Desirable</p> <ul style="list-style-type: none"> •