

LINCOLN COLLEGE JOB DESCRIPTION



Post Title:	Catering Assistant	Post Number:	CS0737P
Daily Supervision:	Head of Commercial Catering	Grade:	CSS Scale 2
Department:	Deans Coffee Shop	Last Updated:	July 2024

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

The Candidate is responsible for the day to day running of Deans Coffee Shop. They will be in charge of delivering the 'Grab & Go' food service which includes operating the barista coffee machine, maintaining stock levels and ensuring excellent customer service at all times. The Candidate is also responsible for adhering to food safety regulations and keeping a high level of cleanliness within the café.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To oversee the smooth day to day running of Deans Coffee Shop, ensuring all shelves are stocked of food and drinks in consultation with the Head Chef.
2. To be responsible for managing Food Safety documentation and procedures.
3. Serve the 'Grab & Go' food within the café adhering to food safety legislation at all times.
4. Liaise with the Head chef on the menu development and marketing promotions of food and drink provision.
5. Keeping fridges, freezers and store cupboards clean and tidy following stock rotation guidelines.
6. To ensure the Coffee Shop areas are kept clean and tidy of dirty crockery, cutlery and restock with condiments and cutlery when required.
7. To follow the cleaning schedule, maintaining high standards and safety requirements and advising the Commercial Manager of any mechanical failures or faulty equipment.
8. Responsible for the cash till; cashing up and daily paperwork.
9. Maintaining high levels of personal hygiene and immaculate presentation.
10. Opening and closing checks and other associated tasks are completed effectively and efficiently.
11. Prepared to work some evenings and weekends where required to support the business demands.
12. Keeping the kitchen and service area clean and tidy, using the 'clean as you go' approach.
13. Be prepared to work as part of a team as well as on your own at times.
14. Check supplied goods arrive in the right condition and that they match the order Placed, checking delivery invoices against goods ordered.
15. Take reasonable care of your own health, safety and welfare and other people who may be affected by your actions or omissions.
16. Any other duties that are reasonably requested by the management.
17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
19. To maintain quality standards appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

Knowledge		PSM
1	Basic food hygiene certificate.	A/I
2	Up to date knowledge of recent food hygiene legislation.	A/I
3	Up to date knowledge of health and safety legislation.	A/I

Skills/Abilities – Interpersonal		PSM
4	Ability to prepare food from fresh ingredients to a high standard.	A/I
5	Ability to communicate orally and in writing.	A/I
6	Ability to work in a fast-paced environment.	A/I
7	Ability to work in a non-discriminatory manner.	A/I
8	Ability to contribute to and function effectively as part of a team.	A/I
9	Ability to deal with situations as and when they arise in a safe and logical manner.	A/I

Experience		PSM
10	Experience within a similar catering environment.	A/I
11	Recent and relevant commercial catering experience.	A/I

Work Related Circumstances		PSM
12	Ability and willingness to undertake relevant staff development.	A/I
13	Ability and willingness to work additional hours / occasional additional days/occasional holiday cover.	A/I

Skills/Abilities - Other		PSM
14	Ability to communicate well with all types and ages of people.	A/I
15	Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A/I
16	Ability to work quickly and effectively.	A/I
17	Awareness of the College's safeguarding policy.	A/I

Prepared By:	Craig Gollin
Date:	July 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

