

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS0980P: Catering Assistant

SALARY

£24,853 pro rata per annum

GRADE

CSS Scale 2

HOURS

27 HPW
Term-Time Only – 36 WPY

REPORTING TO

Catering Manager

DEPARTMENT

Catering

LOCATION

Lincoln

BE READY...

Job Purpose:

The Candidate will be supporting the day to day running of Deans Coffee Shop. They will be part of a team 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.

This position is for 27 hours per week, worked over 36 weeks of the year. The working pattern is predominantly between 10:00am and 3:30pm, Monday to Friday.

Please note that this is not a term-time-only position. The successful candidate will also be required to work for up to three weeks during the College summer holiday period.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To support the smooth day-to-day operation of Dean's Coffee Shop, ensuring shelves are fully stocked with food and beverages in consultation with the Head Chef.
2. To be responsible for maintaining food safety documentation and ensuring compliance with all relevant food safety procedures.
3. To prepare and serve 'Grab & Go' food items within the café, adhering to food safety legislation and best practice at all times.
4. To liaise with the Head Chef regarding menu development and the promotion of food and beverage offerings.
5. To maintain fridges, freezers, and storage areas in a clean and organised condition, following stock rotation procedures.
6. To ensure the Coffee Shop and customer areas are kept clean and tidy, clearing used crockery and cutlery, and replenishing condiments and cutlery as required.
7. To follow all cleaning schedules, maintaining high standards of cleanliness and safety, and to report any mechanical faults or defective equipment to the Commercial Manager.
8. To be responsible for operating the cash till, cashing up, and completing all associated daily paperwork.
9. To maintain high standards of personal hygiene and professional presentation at all times.
10. To ensure that opening and closing procedures, together with any associated tasks, are completed effectively and efficiently.
11. To be willing to work occasional evenings and weekends, as required to meet the needs of the business.
12. To maintain a clean and tidy kitchen and service area, following a 'clean as you go' approach.
13. To work effectively both independently and as part of a team.
14. To check that delivered goods are received in the correct condition and quantity, and that delivery documentation matches the order placed.
15. To take reasonable care of your own health, safety, and welfare, and that of others who may be affected by your actions or omissions.
16. To undertake any other duties reasonably requested by management that are commensurate with the level of the post.
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 professional development to maintain up-to-date knowledge of legislation and best practice. | A/I |
| 13 | Ability and willingness to work flexibly, occasional hours/days/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 | Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people. | A/I |
| 1 | Ability to actively promote equality, diversity and inclusion across all aspects of **. | A/I |

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|---------------------|---------------------------------|
| Prepared By: | Craig Gollin – Catering Manager |
| Date: | June 2026 |

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

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

