

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Catering Assistant	<b>Post Number:</b>	CS1376P
<b>Daily Supervision:</b>	Head of Commercial Catering	<b>Grade:</b>	CSS Scale 2
<b>Department:</b>	Commercial Catering	<b>Last Updated:</b>	July 2025

### 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 supporting the day to day running of Lincoln College Commercial Catering Department. They will support the kitchen and front of house team in a canteen and coffee shop setting, preparing 'Grab & Go' food items, setting-up and delivering hospitality, operating the barista coffee machine, serving lunches, using the cash register while 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 at all times.

This position is based on working 37 full weeks per year, 30 hours per week, working pattern is predominantly 8.30am-2.30pm

This is mainly a term time position but 4 weeks of the contract will be covering staff annual leave during the summer period.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 1 To support the smooth day to day running of Lincoln College Catering Department in consultation with the Catering Supervisor.
- 2 To support with managing Food Safety documentation and procedures.
- 3 Prepare and serve the 'Grab & Go' food while adhering to food safety legislation at all times.
- 4 Liaise with the Catering Supervisor for daily duties, workload 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 each 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 Catering Supervisor of any mechanical failures or faulty equipment.
- 8 To support with cashing up and daily paperwork for banking.
- 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 occasional evenings, weekends and up to 4-weeks out of term time to cover staff annual leave and 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 Catering Supervisor.
- 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 Being responsible for safeguarding and promotion of 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

<b>Prepared By:</b>	Craig Gollin – Head of Commercial Catering
<b>Date:</b>	July 2025

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

