

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Catering Assistant	Post Number:	
Daily Supervision:	Head of commercial Catering	Grade:	£9.50 per hour
Department:	Deans Coffee Shop	Last Updated:	September 2022

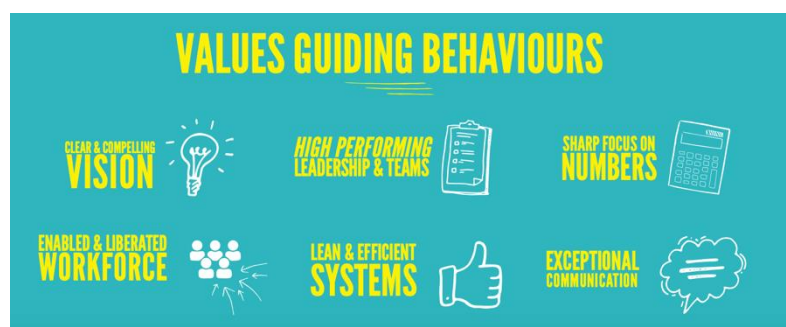
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



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 the Coffee Shop ensuring all shelves are stocked, weekly ordering/purchasing of food, drinks and disposables in consultation with the Head Chef.
- 2 To be responsible for managing Safer Food Better Business 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 as required.
- 7 To develop and 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 as follows: Cashing up and daily paperwork.

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.

	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:	September 2022

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