



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

## **Catering Assistant (Based at the colleges Derby Road site)**

**20 hours per week, term time role over 36 weeks per year, fixed term to 31<sup>st</sup> August 2022**

**VBSS21.41a**

### **1. The Appointment**

As a member of our team working as a Catering Assistant you will play a key role in helping us develop a high quality food and beverage service, to the satisfaction of our customers. We operate over a number of outlets on college sites, from a full meal service, through to snacks and vending.

You should have a friendly and outgoing personality, a flexible approach to working within the team, be customer focused and have the ability to meet high standards of service. You should be able to relate to both staff and students, of all ages and abilities.

You must have knowledge of basic food hygiene principles and allergens. Ideally you should hold a Basic Food Hygiene Certificate. In addition, full training will be provided on food service in all our areas.

You will be expected to embrace and embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

### **2. The Post**

#### **2.1 Main Duties and Responsibilities**

- a) Preparation of working, service and dining areas.
- b) Assist in the preparation and service of food and beverage items.
- c) Clearing and cleaning of all service, preparation and dining areas, equipment and utensils.
- d) Receive delivery of goods, following appropriate procedures.
- e) Promote a good customer relationship in a professional manner.
- f) Assist the smooth running of the unit especially in times of illness of work colleagues.
- g) Attend all training sessions as required.
- h) Carry out any duties, as directed, relating to the needs of the business.
- i) Also specific duties as designated by work rota.

- **Servery**

- a) Ensure a variety of goods are available for sale.
- b) Ensure all drinks dispensing machines are fully stocked, clean and in working order.
- c) Ensure service area is clean and tidy at all times.
- d) Take, record and action, if necessary, food temperatures.
- e) Take, record and action, if necessary, equipment temperatures.
- f) Notify Supervisor as food items need replenishing.
- g) Cleaning duties as directed.

- **Till Area**

- a) Ensure till is attended at all times.
- b) Ensure sufficient change is available for service.
- c) Replenish condiments and cups, as needed, to ensure constant supply.
- d) Ensure a variety of goods for sale - both ambient and chilled.
- e) Follow till procedure, as set down, and notify supervisor of any discrepancies.
- f) Notify Supervisor as items need re-ordering.
- g) Cleaning duties as directed.

- **Hospitality/Kitchen**

- a) Take, record and action, if necessary, equipment temperatures.
- b) Receive and store good's deliveries.
- c) Inspect good's delivery vehicles, as directed, recording findings on appropriate forms.
- d) Prepare and delivery hospitality.
- e) Prepare food items as directed.
- f) Relieve on rota as directed.
- g) Cleaning duties as directed.

- **Dining Room/Dishwasher**

- a) Ensure an adequate supply of clean cutlery, crockery and trays.

- b) Keep the tables and dining areas clean and tidy.
- c) Ensure dishwasher is working at correct temperatures and chemical dosing is maintained.
- d) Keep area in a hygienic and safe manner.
- e) Cleaning duties as directed.

- **General Responsibilities**

- a) High standards of personal hygiene in appearance and dress.
- b) Abide by Food Hygiene and Food Safety laws.
- c) Abide by Health and Safety laws and College policies.
- d) Deliver a high standard of service in a polite, efficient and professional manner.
- e) Report any illness/accidents immediately to Supervisor.
- f) Report any faults in equipment or structure.

**2.2 Other Responsibilities**

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

	Essential	Desirable
<b>Qualifications:</b>		
English to at least level 2 (or willing to work towards)		✓
Maths to at least level 2 (or willing to work towards)		✓
Have or need to achieve a Basic Food Hygiene and Health and Safety certificate	✓	

	Essential	Desirable
Catering / Hospitality / Customer Service qualifications/experience	✓	
<b>Experience</b>		
Experience of working within catering and a team focused environment	✓	
<b>Skills/Knowledge</b>		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Excellent communication skills	✓	
Ability to build positive relationships	✓	
Self managing/reflective	✓	
Ability to plan and prioritise	✓	
Good time management	✓	
Interpersonal and Communication skills	✓	
<b>Qualities/Approach linked to college values</b>		
Ability to work as part of a team and independently	✓	
Ability to get on with and respect people of all ages	✓	
Flexible and adaptable approach to work	✓	
Well organised	✓	
Positive attitude	✓	
Good sense of humour and a sense of proportion	✓	
The ability to remain calm in challenging situations	✓	

#### 4. Position within the College

The post-holder will be part of the Catering department, and will report directly to the Catering Management team.

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services fixed term contract and is subject to those terms and conditions.
- b) The salary will be one of the following dependant on age:
  - Under 18 years old: £4.62 per hour
  - 18-20 years old: £6.56 per hour
  - 21 years old and over: £8.36 per hour
  - 25 years plus £8.91 per hour
- c) You will be required to work 20 hours per week, on a term time only basis over 36 weeks, fixed term until 31<sup>st</sup> August 2022.
- d) You will be entitled to 25 days leave (plus bank holidays) pro rata to part time hours and across the 50 week contract.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) Other terms and conditions to be outlined in line with your contract of employment.

- g) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Monday 9<sup>th</sup> August 2021**.

**Please note: Interviews for the post will be held on Wednesday 19<sup>th</sup> August 2021.**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**