

Job Title:	Catering Assistant	Department:	Catering Team
Responsible To:	Catering Manager	Date Prepared:	24 th August 2018
Working Hours: as agreed with the Catering Manager. Flexibility required.			
Summary of Job: Assisting a small catering team in the preparation and service of food for students, faculty, staff and special events (weddings, etc.). To help ensure that all food, beverages and events are prepared and presented to the highest standards of quality and hygiene.			
Education/Experience Required: <ol style="list-style-type: none"> 1. Catering experience - preferred but not essential as on the job training is given. 2. Possess good communication skills. 3. Customer focused. 4. Must be energetic. 5. Able to relate to student, faculty and other staff needs. 6. A basic food safety certificate is preferred but is not essential – training provided. 7. Team player and have the ability to work unsupervised at times. 8. An ‘eye for detail’. 9. Flexible approach to working hours. 10. Own transport (preferred). 11. Have a commitment to personal training and development. 			
Key Duties/Roles: <ol style="list-style-type: none"> 1. To perform food service duties (Rota). 2. To perform dishwashing machine duties (Rota). 3. To perform pan washing duties (Rota). 4. To perform general cleaning (e.g. Refectory, Servery and Kitchens) with appropriate care and attention and using appropriate equipment and materials. 5. To perform some light lifting (e.g. moving stores). 6. To receive/dispatch (as applicable) food, freezer and other catering stores from/to suppliers, ensuring all items are received/dispatched using appropriate documentation and in appropriate condition. Advising the Catering Manager immediately of any discrepancies. 7. To perform stock rotation. 8. To perform some food preparation (e.g. salad preparation). 9. To maintain the appearance and serviceability of all store cupboards. 10. To know relevant Food Safety and Health and Safety regulations. 			

Other Duties/Roles:

1. To help and advise residents, staff, visitors, guests and events where able and when required.
2. To assist other internal departments (e.g. House & Events Team) as required and as directed by the Catering Manager.
3. To attend personal training courses as required by the College.
4. To support the Emergency Management Team in the event of a College Emergency and assist with the operation of the College Emergency Plan
5. To carry out other reasonable duties as the Catering Manager and/or the Business Manager may require from time to time.

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

All staff at Harlaxton College must be capable of delivering high service standards, have a meticulous attention to detail and be able to work under pressure.

All staff at Harlaxton College must be outgoing, dedicated and enthusiastic persons, who are both team players and able to work on own initiative.

We are always looking for people who are not afraid to 'go the extra mile' to provide exceptional service.

Working at Harlaxton College is rewarding. We offer competitive salaries, great benefits and the use of College amenities.
