

JOB DESCRIPTION

POST TITLE	:	Catering /Kitchen Assistant. 37.5 hours per week/full time
SALARY	:	Up to £25,375
RESPONSIBLE TO	:	Head Chef and Catering Manager
CLOSING DATE	:	5.00pm, Tuesday 3 November 2026
INTERVIEW DATE	:	Thursday 12 November 2026

Main Purpose of the Post

To provide efficient Customer Service to all users of the Catering facilities, to prepare and produce high quality meals, to assist in cleaning duties in the kitchen and dining areas, Stock rotation with daily deliveries and to follow and adhere to Health & Safety and HACCP policies.

Responsibilities

- 1 To work with the refectory team and assist with the production of meals, snack and beverages as required.
- 2 To Make sure all stock is fully rotated when new deliveries arrive.
- 3 To anticipate customer needs and provide a friendly, efficient service which will encourage repeat custom.
- 4 To assist with the 'front of house' activities, in particular raising awareness of the menu to all Customers.
- 5 To support colleagues at all times to ensure teamwork is maintained.
- 6 To assist with the preparation of seasonal menu's relating to customer needs and current food trends.
- 7 To assist and maintain the quality of the dishes prepared on a daily basis.
- 8 To assist in the smooth running of the kitchen and hospitality service offered by the refectory team.
- 9 To contribute to the marketing and image of a modern catering establishment.
- 10 To prepare dining and servery areas for the service of meals, snacks and beverage with a particular emphasis on the presentation of the food and counters.
- 11 Inspect supplies, equipment and work areas to ensure conformance with required standards.
- 12 To maintain high standards of hygiene and quality.

- 13 To undertake cleaning duties as directed and to follow HACCP guidelines.
- 14 Any other duties within the post holder's capabilities as directed by the Head Chef and Catering Manager.
- 14 To assure full compliance within the team and more broadly across the College with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 15 To ensure own Continuous Professional Development, including achievement of any qualifications deemed necessary to undertake the role.
- 16 To carry out such other duties as the Principal may reasonably require.

HOURS:

37.5 hours per week, Full Time. A flexible approach to the working hours is required, with occasional evening/ Weekend work in line with the needs of the College.

PERSON SPECIFICATION

POST: Catering/ Kitchen Assistant

DIVISION: Refectory

QUALIFICATIONS

		Essential(E)/ Desirable(D)	to be identified by:
1	Good general education	D	Application form
2	Professional and relevant Catering skills NVQ Level 2 or equivalent in professional Cooking	D	Application form
3	Food Hygiene Certificate	D	Application form
4	Allergen Training	D	Application form

KNOWLEDGE/SKILLS

1	Ability to work on own initiative and as part of a team	E	Application form/ Interview
2	Excellent written and oral communication Skills	E	Application form/ Interview
3	Excellent organisation and planning skills	E	Application form/ Interview
4	Awareness of Safeguarding Legislation	D	Application form/ Interview
5	Ability to present statistical data	D	Application form/ Interview

EXPERIENCE

1	Experience of working in a retail/kitchen environment	D	Application form/ Interview
2	Experience of working within Education	D	Application form/ Interview
3	Experience of Microsoft Office applications	D	Application form/ Interview

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
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2	Excellent customer service skills	E	Application form/ Interview
3	Good teamworking skills and commitment to teamworking	E	Application form/ Interview
4	A commitment to ongoing professional development	E	Application form/ Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Health Assessment Occupational

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*