



City College Peterborough's mission is to facilitate excellence. We work with integrity and an entrepreneurial approach. Our learning environment seeks out new opportunities and forges long term, meaningful connections with people and communities.

We are now seeking to recruit a new

Catering Assistant

NJC Grade 2 SCP 1- 2 : £20,258 - £20,441 pro rota

20 hours per week

Monday – Friday

Term Time Only

1-year fixed term contract

OVERVIEW OF THE ROLE

We are seeking a Catering Assistant with experience or an interest in food preparation and cooking to work in our friendly 'College Cup' coffee shop.

Customer service focused, this is a 'hands on' role, assisting with the preparing, cooking and serving food.

You will also be working front of house serving customers, working on the till and helping to support our volunteers in the coffee shop

You will have core working hours, but also have the capacity to take extra hours to cover holidays and sickness and occasional weekends for events.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

The successful applicant will have a positive 'can do' attitude. Friendly and approachable with good communication skills, you will take pride in providing outstanding customer service whilst working to tight deadlines, keeping calm under pressure.

Closing date for receipt of application Weds 2nd August
Interviews will be week commencing 7th August

City College Peterborough is committed to Equality and Diversity and to ensuring the safeguarding of learners and the people we support and carries out appropriate checks to ensure the suitability of staff working with children, young people and adults at risk

JOB DESCRIPTION

PCC Section: City College Peterborough

Department: Facilities

Job Title: Catering Assistant

Grade: : NJC Grade 2 SCP 1 – 2 : £20,258 - £20,441 pro rota

Hours: 20 hours per week, term time only

Responsible to: Catering Supervisor

Responsible for: 0

JOB PURPOSE

Assist the Coffee Shop Supervisor with the daily café operations. Establish effective working relationships with volunteers in the coffee shop and learners and supported people who come on work experience, providing a supportive positive environment. To assist with the daily food preparation, cooking and serving customers. Ensure the front of house is kept clean and tidy and all vending machines are fully stocked.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist with the prepping, cooking and serving food.
2. Adhere to daily cash handling procedures.
3. Work with Supervisor to ensure all food is stored in compliance with safety practises.
4. Assist with internal and external hospitality requests
5. Ensure vending offer is refreshed regularly
6. Maintain sanitation and safety standards in kitchen area ensuring all paperwork is up to date.
7. Direct compliments and complaints from all customers to supervisor.
8. Contributing to ensuring the safeguarding of children and adults at risk and that the organisation's Prevent duty is met.
9. Contributing to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
10. Assisting in maintaining a minimum Ofsted Grade 2.
11. Meeting the minimum requirements of Continuing Professional Development

GENERAL DUTIES

1. To ensure that all policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Executive Principal.

VARIATION CLAUSE

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure. In these circumstances it will be the

aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by: Sue Watsham, Business Operations Manager **Date:** March 2023

Description authorised by: Dr Pat Carrington: Executive Principal **Date:** March 2023