**JOB DESCRIPTION**

**Job Title** Catering Assistant/Till Operator

**Salary Scale** £9.6945 to £9.8884 per Hour (Pay scale 2-3)

**Duties** As described in enclosed sheet

**Hours of Duty** (8.30am to 3.00pm (30 hours per week)

NB. The above post is Part Time Permanent (Term Time)

*A retainer fee is payable during College holidays*

**Personnel Specification**

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|  | **Essential Criteria** | **Desirable Criteria (Subject to enhancement at the determination of the panel)** |
| 1. Qualifications | Trained to the standard of Food Safety Level 2 (Basic Food Hygiene) or equivalent. | Level 3 in Food safety or Nutrition and Health. |
| 2. Experience | Previous catering experience;  Previous cashless system experience. | More than one years experience in both criteria. |
| 3. Knowledge | Knowledge of hygiene and Health & Safety procedures |  |
| 4. Skills | Good Interpersonal Skills | Numeracy skills |
| 5. Personal Qualities | High standard of personal hygiene with a clean and tidy appearance;  The ability to work under pressure;  The ability to work as a part of a team.  Flexible |  |

**Job Purpose**

To actively participate in the daily operation of the Dining Area as directed by the Canteen Supervisor. Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the facility.

**Duties and Responsibilities**

1. The basic preparation of food and beverages including the preparation of vegetables and snacks using appropriate equipment.
2. Simple cooking including the reconstitution of prepared food.
3. Organisation and control of food service points.
4. Organisation and control of a biometric cashless till point.
5. The setting out of the dining area as required by the Canteen Supervisor.
6. General kitchen and dining area duties including cleaning down of food preparation and service areas and the cleaning and clearing away of equipment.
7. Recording of temperatures for control purposes as required.
8. Duties as delegated in connection with service provision.

**General Conditions**

All duties must be carried out to comply with:

1. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements and Codes of Practice.
2. All duties will be carried out in the working conditions normally inherent in the particular job.
3. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order. The successful candidate will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the offer of employment.