

October 2020

Thank you for your interest in the post of Food Services Assistant. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to: HRMailbox@westdean.ac.uk

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within 2 weeks of your application, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE	Food Services Assistant
DEPARTMENT/DIVISION	Food & Outlet Services
LOCATION	West Dean College
REPORTING TO	Food & Outlet Services Manager
RESPONSIBLE FOR	Serving food and beverages in an efficient and customer-focused manner

KEY DUTIES & RESPONSIBILITIES

- 1 To work in all areas of the Food & Outlet Services Department serving customers at meal and refreshment times as instructed by the Food & Outlet Services Manager. Areas to include all hot and cold counters, drinks counters, salad and sandwich counters and remote or occasional service points.
- 2 To prepare and set up for service as required, ensuring
 - Cutlery, condiments and consumables are in place to accompany all meals
 - All beverages to be ready for times of service and ensure adequate refreshments are available throughout each service
 - Replenishment of all items at each beverage station ensuring sufficient stocks of cups, tea bags, sugar, milk, etc.
- 3 Ensure all hot dishes offered are to the correct standards, temperature and are served professionally and in the correct portion size, ensuring familiarisation of the ingredients of the menu choices.
- 4 Carry out clearing of tables, disposal of rubbish and cleaning of floors.
- 5 Undertake all cleaning duties relating to the service within the dining room and refectory areas are undertaken in line with food hygiene regulations.
- 6 To assist with stocktaking procedures as and when required.
- 7 To fill and rotate all foods in remote storage areas.
- 8 Carry out all necessary cleaning on beverage and vending machines.
- 9 Ensure that the correct uniform is worn at all times.
- 10 Ensure high standards of customer service are maintained at all times.

- I1 Make sure that all working practices comply with the food safety and Health & Safety policies at all times.
- I2 Undertake training as required.
- I3 Any other reasonable duties as requested by the Food Service Manager.

This job description is subject to regular review in consultation with the postholder.

PERSON SPECIFICATION

Essential	Desirable
Excellent customer care skills	City and Guilds NVQ 1 / 2 qualification in food service
Minimum of basic level Food Hygiene Certificate	
An appreciation of food service	
Willingness to learn	
Ability to work as part of a team	

FOOD SERVICES ASSISTANT

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£15,870.40 per annum (£8.72 per hour) payable monthly in arrears by BACS transfer.
Hours:	Full Time or Part Time Hours Available. Full Time: 35 hours per week, straight shifts, 5 days over 7 including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata for part time employees)
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College