

April 2021

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

Closing Date: 27 April 2021

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.

Due to the need to fill this position as soon as possible, interviewing may commence prior to the closing date.

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Food Services Assistant
DEPARTMENT/DIVISION	Food & Outlet Services
LOCATION	West Dean College
REPORTING TO	Food & Outlet Services Manager, Assistant Food & Outlet Services Manager, Food Services Supervisor, Food Services Team Leader
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.
- 11 Make sure that all working practices comply with the food safety and Health & Safety policies at all times.
- 12 Undertake training as required.
- 13 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	Relevant qualification in food service / hospitality
Minimum of basic level Food Hygiene Certificate (training is provided)	
Allergens Awareness (training is provided)	
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:	£16,216.20 per annum (£8.91 per hour) Full Time Equivalent
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 (FTE) 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, 10 days (FTE) company sickness, free on-site parking