

Dear Applicant

Thank you for your request for information about the position of Catering Assistant at Ashville College.

With this letter you will find information about the position and an application form. If there is any further information that you would like, please access our website at www.ashville.co.uk.

Thank you for your interest in Ashville, I shall look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Heather Memmott', written in a cursive style.

Mrs Heather Memmott
Human Resources Manager

Catering Assistant

Catering Department

Information for Candidates

For full information on all areas of our Ashville College, please access our website: www.ashville.co.uk

The catering department consists of 27 members of staff in total. There are currently 8 catering assistants employed in similar roles.

Each day lunch is served to approximately 900 staff and pupils. Teamwork is essential to provide an efficient service in the timescales given and some flexibility is required to provide cover in the other areas of the department on occasion.

The role involves food preparation, serving lunch, cleaning down hot plates and clearing away after lunch service and some dining room duties. Some medium weight lifting will be required.

The successful candidate must have a genuine rapport with young people of all ages and have the ability to work efficiently under pressure.

Please see job description below.

**ASHVILLE COLLEGE
HOSPITALITY SERVICES DIVISION
MISSION**

**To provide our customers with a quality product and
service that exceeds their expectations.**

JOB TITLE:	Part Time Food & Beverage Service Assistant
RESPONSIBLE TO: Coordinator	Food, Beverage & Hospitality Services
GENERAL PURPOSE:	To Support the food service team in the service of high quality, nutritious & innovative food for the whole school & associate population.
HOURS OF WORK: WORK DAYS:	Hours per week as stated in contract Monday – Friday inclusive term time only
EVENING/WEEK DAY WORK:	Evening and week day work may be required as appropriate after discussion with the duty chef & catering manager.
LOCATION OF WORK:	Green Lane Harrogate, North Yorkshire.

MAIN DUTIES AND RESPONSIBILITIES

- Assist in the day to day preparation of the public food service areas
- To actively assist in the service of healthy, nutritious food to the whole college population
- Actively demonstrate compliance with all statutory & school regulations and policies.
- Demonstrate due diligence in portion control in the service of all food.
- Work in a clean and orderly manner in all your work activities.
- Demonstrate professionalism whilst communicating with all users of the catering and hospitality services.
- Participate in all training activities as determined by the hospitality services manager.

- To contribute positively in the delivery of the division mission statement.
- Carry out other job related duties and activities as defined by your food, beverage & hospitality services coordinator.

TRAINING AND DEVELOPMENT

ASHVILLE COLLEGE HOSPITALITY SERVICES DIVISION.

Is committed to develop it's staff to attain & maintain a high level of both product & service.

Regular training will be given to maintain statutory obligations.

And to support individual career development & succession planning.

HEALTH AND SAFETY

In carrying out your role within the catering department of the College you must ensure H&S & Hygiene policies/procedures are adhered to, and safe working practices followed.

It is the responsibility of all employees to co-operate with the College management in meeting the objectives of providing a healthy and safe place of work. Thus, all staff should carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must be followed.

REVIEW PROCESS

This Job Description will be monitored through the Annual Development Review Process. Changes will be made as required through discussion between the post holder and line manager.

Ashville College is committed to safeguarding and promoting the welfare of our young people. All appointments are filled following a satisfactory enhanced CRB disclosure check.

PERSON SPECIFICATION

Part Time Food & Beverage Service Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Experience, knowledge & application of safe food handling skills. • Agreement to undertake Formal Health & Food Safety Training 	<ul style="list-style-type: none"> • Certificate in food safety • Certificate in Health & Safety
Experience:	<ul style="list-style-type: none"> • No experience Necessary as training will be given 	<ul style="list-style-type: none"> • Experience in a similar roll
Skills/Abilities	<ul style="list-style-type: none"> • Can do attitude • Communication skills. • Flexibility • Team player 	
Personal Qualities	<ul style="list-style-type: none"> • Proactive approach to change. • Team working. • Ability to cope with change. • Commitment to high standards. • Commitment to Health & Safety in all areas of work. • Commitment to personal & team development. 	
Special Requirements	<ul style="list-style-type: none"> • Able to cope with pressure & long, hot hours. • Energy, imagination, determination and a good sense of humour. 	<ul style="list-style-type: none"> • Car owner and driver.