**JOB DESCRIPTION**

**Post:** Refectory Assistant (Cook)

**Responsible To:**  **Refectory Supervisor**

**Summary of Post:** To undertake Cashier duties, preparation of Barista Coffee, cooking and cleaning within the Division.

# Specific Duties:

1. To actively partake in quality assurance within the section.
2. To demonstrate a business focused ‘can do’ attitude to internal/external customers.
3. To attend meetings as required
4. To develop and deliver an exceptional culinary experience for all internal and external customers
5. To promote the Colleges ethos and values that challenges discrimination and promotes equality and diversity.
6. To carry out any other duties commensurate with grade as may be reasonably requested by College management
7. To provide excellent customer service for all internal and external events
8. To assist with stock control and maintain adequate stock levels
9. To carry out a range of heavy/light cleaning duties
10. To maintain a clean and safe working environment within designated areas according to schedules
11. To carry out effective cleaning of equipment/tools, to maintain safe storage of equipment/tools/products (Complying with relevant regulations e.g. COSHH) and to remove rubbish from service areas to designated areas.

# General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills |
| 1. | Good communication and interpersonal skills both verbal and written e.g. customer service | ✓ | ✓ | 4 |
| 2. | Ability to act on own initiative | ✓ | ✓ | 4 |
| 3. | Good administrative and organisation skills | ✓ | ✓ | 4 |
| 4. | Basic in IT skills | ✓ | ✓ | 4 |
| 5. | A flexible approach to work | ✓ | ✓ | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience |
| 1. | Relevant practical industrial experience e.g Cooking, customer service, familiar with professional coffee making machines, Cash handling, kitchen cleaning, chemical handling, general pot wash duties. | ✓ | ✓ | 4 |
| 2. | Experience of maintaining a clean and safe working environment | ✓ | ✓ | 4 |
| Education |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | Health & Safety qualification related to relevant area of work or equivalent e.g. Basic Food Hygiene | ✓ |  | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.