



PLUMPTON
COLLEGE

Café & Catering Assistant	
Reporting to:	Head of Student Services
Working hours:	Full-time (39 hours per week) (Part-time considered)
Salary:	Brighton Living Wage
Annual leave:	Pro Rata - 26 electable days, 8 statutory days, and up to 5 efficiency closure days at Christmas

Job Purpose

Be part of our in-house catering team assisting the Catering Coordinator responsible for the day_to_day operation of the College dining room and Café outlets as well as assisting with internal meetings, events and functions and providing high quality catering services to our staff, students, and external visitors.

Duties and Responsibilities of the Job

1. *Catering operations*

a. Be part of the catering team, supporting the serving of meals and catering requirements across our catering outlets, to a high standard.
b. Ensure that everyone using the catering facilities is treated politely and courteously, be they students, staff or guests.
c. Ensure kitchen and servery wash-up areas and the customer seating areas are kept in a clean and hygienic condition. Keep up to date with food safety guidelines and legislation to ensure compliance.
d. Ensure the cleaning schedules are followed, and tasks are completed.
e. Ensure that cleaning and food temperature records are kept.
f. Ensure food wastage is kept to a minimum by carrying out strict portion control.
g. Comply with food hygiene regulations by wearing the appropriate clean protective clothing while preparing and serving food, and to ensure all other members of staff do likewise.

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h. Ensure that all stock is stored appropriately, and stock rotation procedures are followed. Ensure that all stock issued to other departments is recorded to enable stock records to be kept accurately.
i. Cover functions requiring catering during holiday periods and at weekends and evenings.
j. Ensure that meal eligibility procedures for students, staff, and guests are followed at all times
k. Assist in all areas of the catering operations: dining room /snack bars/function meeting rooms when required, and undertake manual handling takes as directed.
l. Where required provide temporary cover in a similar capacity to complete catering services at the College's outlet centres at One Garden Brighton.

2. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity, and parity of esteem for staff and students.

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
A catering qualification or experience.
Hold a current Food Hygiene Certificate.
Minimum of 2-years' experience in a similar position.
A passion for good food.
Physically fit, able to undertake manual handling duties.
Able to demonstrate great customer service skills.
Full UK drivers' licence.

Desirable criteria for the post
Outgoing, approachable and flexible.
Team working experience and works well under pressure.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are five days over a seven-day rota, to include two weekends a month on a rota basis. Hours are approximately 7.00am to 16.00pm or 10.00am to 19.00pm, however some flexibility will be required to meet the needs of the business; therefore, weekends and evenings will be required. Hours and working times will be agreed with the catering supervisor, based on the needs of the business.

This is an all-year-round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional functions and events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays (pro rata if part-time) and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

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The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.