

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>SERVICE AREA:</b>	Property & Assets	<b>POSITION NO:</b>
<b>SECTION:</b>	SMC Catering	<b>GRADE: 1</b>
<b>JOB TITLE:</b>	Barista/General Catering Assistant	<b>DATE PREPARED: 22/9/2021</b>
<b>EVALUATION DATE:</b>		<b>JE NUMBER:</b>

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### **PURPOSE:**

To provide practical assistance to the senior catering staff wherever required in the catering department, for the pursuance of their role in offering a general catering service to the college.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Prepare dining and serving areas to the accepted standard, which involves the supply and correct distribution of dining room support materials.
2. Serve food and drinks at the specified times and to the designated quantities. This may involve transporting and serving food around the college site.
3. Assist in the preparation of all food requests, which may arise during their employment hours whether this food be hot or cold and whether it is to be consumed immediately, or consumed at a later date. Occasionally we have work experience students in the kitchen; your help and guidance is expected.
4. To ensure that all designated areas are cleaned and maintained to the highest hygienic standard wherever it is considered practical, requested of you or observed to be required. The cleaning of light equipment, cutlery, crockery and other items comes under this requirement.
5. Ensure that all customers from within or without the confines of the college are treated with courtesy, understanding and respect at all levels, and that any difficulties are addressed with prompt, helpful efficiency. Any problem that you feel unable to deal with should be relayed immediately to the senior catering staff.
6. Operate the serving tills in accordance with the management's instructions and bag up the required float at the end of each shift.
7. You should be aware that there is a daily flow of stock and be ready to advise management of any delivery shortfalls, be aware of the necessity to stock rotate and to notice any damage to or potential waste of perishable goods in the kitchen.

This may take the form of a written summary.

8. To record accurately all information with regard to health and food safety on a day to day basis as required by the management
9. Staff must make themselves available for four designated cleaning days a year as part of their contractual duties.
10. Ensure that personnel appearance, including uniform and foot wear, comply with the standards set down by the catering manager.

#### **GENERAL:**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3. The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places across the school site.
4. To promote the School's Equal Opportunity Employment Policy.
5. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the School's- Safety Policy and Programme. Specific details are outlined in the Departmental Safety Policy.
6. Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

#### **DIMENSIONS:**

##### **1. Responsibility for Staff:**

- None

##### **2. Responsibility for Customers/Clients:**

- Assist with the day-to-day feeding of around 1,000 students.

##### **3. Responsibility for Budgets:**

- Responsible for portion control as this impacts upon the profitability of the catering service.

#### **4. Responsibility for Physical Resources:**

- None

#### **DECISION MAKING:**

**These decisions should relate specifically to the principal accountabilities**

Make decisions in relation to their own jobs and when to refer difficulties to senior staff.  
Decide on safest working practice when transporting heavy or awkward loads to ensure safe practice.  
Application of kitchen regulations re stock control and safe storage.

#### **ORGANISATION CHART:**

See attached

#### **KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:**

**Only include the essential requirements to undertake the principal accountabilities**

##### **1. Qualifications – Requirement:**

- Basic food hygiene or willingness to obtain this qualification.
- Basic numeracy and literacy skills, basic skill certificate. NVQ or equivalent.

##### **2. Knowledge – Requirement:**

- No previous knowledge is required for this as training will be given on site.

##### **3. Experience – Requirement:**

- None

##### **4. Specific Skills – Requirement:**

- Basic skills pertaining to each task will be demonstrated beforehand and
- reinforced if necessary.
- Understanding of how skills apply to tasks appropriate to principal accountabilities.

#### **WORKING RELATIONSHIPS:**

##### **1. Within St Mary's College:**

- Providing a service to all other staff on site and approx 1300 students,
- working as part of a team

**2. With Any Other City Council Areas**

- n/a

**3. With External Bodies to the City Council**

- Delivery staff when checking goods received.

**INTERPERSONAL/COMMUNICATION SKILLS:**

**1. Verbal**

Basic ability to communicate with work colleagues and customers at all levels.

**2. Written**

Basic –to be at least able to sign fundamental documentation.

**THINKING CHALLENGE/MENTAL DEMANDS:**

The job has routine tasks, which are performed to strict routines and timetables to ensure service delivery on time.

**PHYSICAL DEMANDS:**

Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment)

Not applicable

☐

Moderate

☐

Low

☐

High

yes

Very High

☐**WORKING CONDITIONS:**

Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).

Not applicable

☐

Moderate

☐

Low

☐

High

yes

Very High

☐**EMOTIONAL DEMANDS:**

Exposure to objectionable situations over and above that normally incurred in a day to day office environment

Not applicable

X

Moderate

☐

Low

☐

High

☐

Very High

☐

Intense

☐

*This Job Description conveys a full and accurate description of the job:*

**Signature**

**Designation**

**Date**

1. CONFIRMED BY: ..... (LINE MANAGER) .....

2. CONFIRMED BY: ..... (SERVICE HEAD)  
(OR DELEGATE) .....

3. RECEIVED & AGREED BY: (POST HOLDER) .....

.....\*

*\*The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

**Grade established/Approved**

DATE OF PANEL: ..... DATE: .....