



DE LA SALLE COLLEGE

Job description

Job Title:	Food Service Assistant
Reporting To:	Chef Manager
Salary:	Grade MW 01 11hrs p/w TERM TIME ONLY
Working Pattern:	Monday 10:30 until 13:30, Tuesday to Friday 11:30 until 13:30.

MAIN DUTIES AND RESPONSIBILITIES

To be part of the Canteen team encompassing a wide range of duties and responsibilities to ensure the smooth running of the College catering facilities and operations.

This includes cleaning and operating tills but could include aspects of the roll identified below. You will report to the Chef Manager.

Food Service Assistant duties

- Operation of tills during service
- General cleaning of workplace and equipment
- General food preparation
- Preparation of sandwiches, wraps, and salads, hot meals in line with recipe spec sheets
- Ensuring fast, friendly and efficient service Occasional goods receiving
- Adhering to cleaning routines/rotas set by line manager
- Maintaining appearance of canteen and dining hall
- Carrying out any other reasonable duties requested by line manager
- Ensure adherence to DLS health, safety, and hygiene policies when carrying out job operations
 - Comply with the kitchen's HACCP guidelines and documentation, and ensuring appropriate checks and practices are carried out



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- To ensure that all tools and cleaning products are stored securely and that hygiene standards and regulations are adhered to at all times.
- Help resolve arising client complaints to ensure a satisfied customer base.
- To safeguard the integrity of all College data by ensuring the accurate input and audit, as required, of information being inputted to College systems.

DIMENSIONS

Impact on the Organisation/Dept.

The postholder is a member of the non-teaching staff, able to support and assist students and staff in the implementation of their duties. On a day-to-day basis s/he is responsible for ensuring the canteen facility of the college functions smoothly.

KNOWLEDGE AND SKILL

Essential

Knowledge of Health and Safety

Punctuality is essential as well as good hearing and eyesight.

Ability to speak and understand English

Good communication skills with both children and adults;

Desirable

Experience, in a working in an Education or domestic context, of being responsible for children;

Possession of a qualification in first aid is desirable, though not essential as training to attain this will be provided.

Food Hygiene Level 2 qualification

Experience of working in a commercial canteen environment

6. PHYSICAL EFFORT

The postholder will be expected to engage in manual duties throughout the course of their duties which will involve lifting as required. Care must be taken to carry out this requirement in accordance with training to avoid risk of injury to the postholder or bystanders.



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WORKING ENVIRONMENT

Due to the nature of the canteen duties there is an expectation that the post holder will be exposed to heat and cold which on occasions may be higher or lower than what would be usual in an office environment

GENERAL

- The postholder will be required to undertake any appropriate training provided by the College to assist them in carrying out any of the above duties.
- The postholder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place.
- The postholder may be offered additional hours to assist in covering for staff absence.
- An enhanced disclosure with the Criminal Records Bureau (CRB) will be undertaken before an appointment can be confirmed.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties with the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify the reconsideration of the grading of the post.



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1. Person Specification

Technical competencies	Essential	Desirable	Assessed via *
The ability to demonstrate experience in working in a similar environment	✓		A/I
Food Hygiene Level 2/willingness to work towards	✓		A/I
Experience of working in an education environment		✓	A/I
Knowledge and understanding of Health & Safety	✓		I
Intermediate computer skills, with use of Microsoft Office or equivalent		✓	I/T
Demonstrable practical food assistant skills	✓		A/T
Ability to work hands on in a busy canteen facility	✓		I/T

Additional competencies:	Essential	Desirable	Assessed via *
Communication: Excellent written, analytical and verbal communication skills.	✓		A/I/T
Drive and resilience: Increases energy and effort when circumstances demand to achieve positive results.	✓		I
Influence and Negotiation: Persuades and negotiates by building common ground and listening in order to positively influence situations.	✓		I
Innovation: Generates new ideas and tries out different approaches.	✓		A/I
Response to change: Communicates changes positively and helps to make changes work by supporting others. Willingness to undertake training and obtain qualifications as required by the business.	✓ ✓		I I
Teamwork: Encourages teamwork by actively supporting others and promoting the team.	✓		I
Flexibility: Willing to be flexible in line with business need.	✓		I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions



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T = test or presentation at interview