

CATERING ASSISTANT: JOB DESCRIPTION

Sarum College is an ecumenical centre for Christian study and research where our passion is learning that nourishes the human spirit. We welcome people of all faiths and none, we offer space and time for enquiring minds to grow in wisdom and courage.

We strive to ensure that every person who comes through our doors, whether for a three-year part time MA, a short course, or to browse the bookshop or library, or to stay for bed and breakfast or as a member using the college as a conference setting, leaves the college with a sense that their spirit has been nourished.

Core Values

As well as the normal basic values of respect, honesty, integrity we expect as a minimum requirement for staff, we have affirmed four core values that form the foundation of all our behaviours and attitudes.

We welcome people of all faiths and none
We are committed to Sarum because we love it
We learn together and from each other
If we can we will

The College has invested over half a million pounds on upgrading its accommodation and refectory facilities and has a business plan based on continued growth. At the heart of the college's life is the Refectory and the role of the Catering Assistant has been created both to ensure the cleanliness of the catering operation and to enhance the customer care and smooth running of the catering service.

Job title	Catering Assistant
Purpose	To ensure the cleanliness of the Kitchen and Refectory and to deliver excellent customer care in the catering department.

The Principal Accountabilities Are:

Cleaning of the kitchen, refectory and all food outlets	70%
Service of food and beverages	20%
Preparation of picnic lunches, salads and vegetable preparations	10%

Detailed Tasks Include:

- Cleaning and keeping tidy the refectory, kitchen and all food outlets within the College

- Ensure that all areas are spotlessly clean at all times and operate appropriate cleaning schedules as have been set in place, ensuring that they are completed, checked and archived
- Maintaining the kitchen cleaning schedule
- Keeping storerooms clean and tidy at all times
- Ensuring that all hygiene and health and safety standards are met at all times
- Setting up the refectory for food service
- Laying out food (currently buffet style) ready for service
- Assisting with picnic lunches, salads and vegetable preparations
- Setting up and serving coffees and teas for College guests
- Working with the kitchen to provide excellent service to our guests
- Promoting exceptional standards of customer service, ensuring that all services, whether Refectory or other hospitality areas operate in a friendly, smooth and efficient manner at all times
- Interact with customers at every service period ensuring that the service is running smoothly and that customers are happy with the service they are receiving
- Instructing and supervising other catering assistants in their daily tasks
- Operate a set of pre-service checklists that ensures that all areas, whether within the main refectory or at a function, are fully sourced and ready for the service to commence
- To comply with all legislative requirements including health & safety, fire and hygiene under the direction of the Catering Manager
- To attend as required internal and external meetings and training courses
- To be responsible for all aspects of health & safety in the absence of the Catering Manager and Head Chef, within the policies and procedures of the College

Job Details

Hours	The normal working hours will be 8am to 4pm Monday to Friday, with a paid break of 20 minutes. You will occasionally be required to work outside these hours in the evening or at weekends. In such circumstances time off in lieu will be given.
Remuneration	The salary for the post is £15,766 pa. The annual leave entitlement is 5 weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period. Sarum also operates a non-contributory defined contributions pension scheme to which Sarum currently contributes 8.5%.
Line Manager	The line manager is the Catering Manager, but the post holder will also report to the senior chef on duty.

CATERING ASSISTANT: PERSON SPECIFICATION

Essential

- Ability to set own priorities and work without close supervision
- Ability that demonstrates experience of maintaining high levels of hygiene standards in a catering environment
- Ability to work flexibly with other kitchen staff to ensure full cover for all catering including breakfasts, lunches, suppers, teas, coffees and additional functions
- Experience that demonstrates an understanding of the importance of a high level of customer service and improving customer service standards
- Experience that demonstrates that you are comfortable working with both the public and colleagues
- Experience of delivering a high level of service to the public whilst working under pressure
- Ability to take responsibility and be proactive
- Ability to identify and solve problems on own initiative
- Able to cope with change, to be flexible and to handle uncertainty in a calm and professional manner
- Sympathy with Sarum's ethos

Desirable

- Knowledge and experience of working with Microsoft Outlook and Access
- Ability to be numerate and literate in the delivery of routine administration