

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.**

JOB DESCRIPTION

Post Title: Catering Assistant/Cook (Term time)

Grade: CSS Scale 2

Post Number: CS0703P

Date: January 2020

Line Manager: Head of Commercial Catering Development

Directorate: Business Development

Daily Supervision: Head Chef

Unit/School: Commercial Catering

Job Purpose:

To assist in the delivery of Lincoln College Group's Commercial Catering business, preparing food, serving customers, providing hospitality, till operation, cleaning and washing up on a daily basis.

Principal Duties and Responsibilities:

1. To undertake general kitchen duties, i.e.
 - Food preparation of salad bar, sandwiches and breakfast items.
 - Development of buffet and counter food, baking and dessert preparation
 - Washing up
 - Counter service
 - Cleaning
 - Till operation/cash handling
2. To assist the day to day catering operations of the Corner House Canteen and Dean's food outlets at the Lincoln College campus.
3. To prepare food, oversee production and service in the Corner House Canteen and Dean's food outlets.
4. To maintain professional standards and expertise by undertaking relevant professional development.
5. To maintain high quality fresh food standards.
6. To respond to enquiries and undertake relevant duties to support the Head Chef and the business.
7. To comply with agreed portion controls and maintain waste control records.
8. To maintain the highest standards of hygiene and health and safety within the working environment in accordance with all current legislation and practice.
9. To maintain all necessary documentation required for Trading Standards and Environmental Health to ensure food safety.
10. To maintain the highest standards of kitchen and personal hygiene at all times and ensures safety of yourself and of others whilst on College premises.
11. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
12. To be responsible for the safeguarding and promotion of the welfare of children wherever applicable within the role.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

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PERSON SPECIFICATION FORM

Post Title: Catering Assistant/Cook (Term time) **Grade:** CSS Scale 2
Post No: CS0703P **Date:** January 2020
Directorate: Business Development **Unit/Division:** Commercial Catering

Requirement	Proposed Selection Method *
Knowledge	
1 Basic food hygiene certificate.	A/I
2 Up to date knowledge of recent food hygiene legislation.	A/I
3 Up to date knowledge of health and safety legislation.	A/I
Skills/Abilities – Interpersonal	
4 Ability to prepare food from fresh ingredients to a high standard.	A/I
5 Ability to communicate orally and in writing.	A/I
6 Ability to work in a fast-paced environment.	A/I
7 Ability to work in a non-discriminatory manner.	A/I
8 Ability to contribute to and function effectively as part of a team.	A/I
9 Ability to deal with situations as and when they arise in a safe and logical manner.	A/I
Experience	
10 Experience within a similar catering environment.	A/I
11 Recent and relevant commercial catering experience.	A/I
Work Related Circumstances	
12 Ability and willingness to undertake relevant staff development.	A/I
13 Ability and willingness to work additional hours / occasional additional days/occasional holiday cover.	A/I
Skills/Abilities – Other	
14 Ability to communicate well with all types and ages of people.	A/I
15 Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A/I
16 Ability to work quickly and effectively.	A/I
17 Awareness of the College's safeguarding policy.	A/I

Prepared By: Craig Gollin - Head of Commercial Catering **Date:** January 2020

*** A = Application Form**

I = Interview

T = Test