

Capel Manor College

Catering Assistant/Barista

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Catering Assistant/Barista
Scale	Business and Learning Support
Grade	Scale 3 point 14
Responsible to	Catering Manager/Chef
Location	Enfield
Contract	Part-time, 16 hours per week

Key Responsibilities:

The key responsibility of the Catering Assistant/Barista is to provide and maintain food and beverage service to all customers. They are expected to contribute a welcoming, supportive and professional learning environment by being familiar with the student code of conduct; building appropriate rapport with students and will be expected to challenge ineffective behaviour.

Responsibilities:

1. Preparation and serving of food and drinks, including sandwiches and other snacks to required high College standards
2. Ensuring server area is correctly stocked, goods priced and displays maintained, including beverage machines
3. Maintaining cleanliness of all areas and checking point of sale area and seated areas regularly to ensure standards are maintained
4. Recording deliveries, wastage, etc. stock monitoring and temperature control documentation
5. Cleaning preparation areas and wash-up areas, including ensuring dishwasher is emptied and cleaned at the end of each day and kitchen floor is mopped when appropriate
6. Ensuring all rubbish is removed from the unit at the end of the shift into the waste bins
7. Greet guests with warmth and professionalism, demonstrate menu and product knowledge to enhance visitor's experience to a highest level
8. Undertaking any cleaning duties in the café/kitchen area
9. Operating the tills and cash handling, training will be provided
10. Any other Café duties of a similar nature as reasonably required by the Catering and Hospitality Manager, Supervisor or Senior Leadership Team

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 2 Food Hygiene Certificate
- Health and Safety Certificate is advantageous

Experience

- Previous experience in similar catering role
- Customer service experience

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Excellent administrative skills
- Ability to work on own initiative and as part of a team
- The ability to communicate effectively, orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team
- Flexibility, responsiveness and commitment to the area of work
- Demonstrate a commitment to excellence in customer care
- Possess commercial acumen and enthusiasm
- Previous experience of cash handling

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required