



## Role Profile

Job Title

**Food Service Assistant**

Salary range	Annual Spinal Point 6
Contract	FTC/Permanent (16 hours)
Main location	Portland College
Hours and basis	38
Reports to	Catering Manager
Date of issue	

### Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the provision of high-quality food for Learners, citizens and staff, along with catering and hospitality for external functions and events.

### What you will be doing

#### **Food Preparation and Service**

- To assist the cooks with preparation of food items to very high standards (Basic food prep)
- Maintain safe systems of work
- Ensure high standards of food prep and service to all service users including core business and events catering both internal and external
- Management of stores including provisions, consumables, chemicals, laundry, cutlery and crockery etc., stock rotation and cleanliness to minimise waste
- Conveyance of food delivery around the campus
- Management of fridges and freezers – stock rotation and cleanliness, advising the Catering Manager of stock levels when necessary
- To carry out 'Due Diligence' control checks as required
- To work in clean, tidy and organised environment
- To provide a friendly, informative and efficient service to all service users
- To attend staff training when required

#### **Department Hygiene**

- To ensure the kitchen and dining areas are hygienically clean and meet all legislative and due diligence requirements
- To promote Food Safety and Health & Safety at all times
- To ensure effective use of PPE at all times
- To carry out general duties as directed by catering management

#### **General Maintenance of All Catering Areas**

- The laying and cleaning of tables and dining areas
- To check "in and out" all catering laundry
- To clean and restock bars
- Working on external event functions and bar



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### Other Duties & Responsibilities

- To support the development of the Coffee Shop and Catering functions as and when required.
- Provides learners / customers with appropriate support and guidance in the dining areas
- Undertake a fair and proportionate amount of paid function hours over and above those specified in any contract
- Such other duties as the management may from time to time reasonably require

### Key results we want to see from this role (Direction and Pressure of Work )

- Positive feedback from customers and supervisors about the learning support you personally deliver
- Being an effective role model for the standards of behaviour required by the college
- Hospitality availability in alignment with service user expectations

### Dimensions of the role (Managerial & supervisory and accountability)

- No direct management responsibilities, however periodically will be asked to support and train other Food Service Assistants.

### Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day to day duties as hospitality tasks are performed.
- May interact with Learners and citizens as part of everyday tasks.
- Interaction with external event customers

### Working Environment and working patterns

- Kitchen and restaurant environments, interacting with customers
- Agree to undertake additional function activity as necessary involving additional paid hours in the evening and weekends in line with business needs

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.



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The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

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**Signature of post holder**

**Date**

I have read and accept the duties and responsibilities outlined in this role profile.