

## Catering Assistant – Academy of Culinary Arts

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**Department:** Children, Young People, Education and Skills

**Section:** Highlands College

**Reports to:** Restaurant Manager / Catering Co-ordinator

**JE Ref:** CYP1228

**Grade:** MW03

**JE Date:** 11/07/2024

### Job purpose

To assist Chef Lecturers and the Catering Co-ordinator in the kitchens ensuring that the highest standards of hygiene and cleanliness are always maintained.

### Job specific outcomes

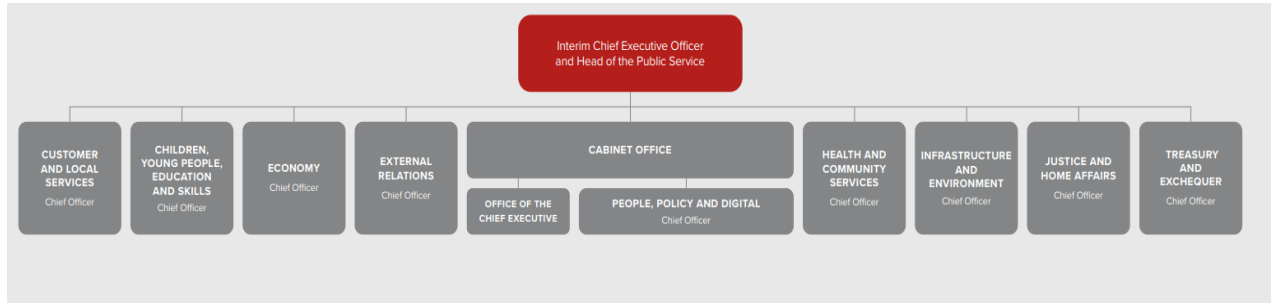
1. Clearing and washing all crockery, utensils and catering equipment used by students, staff and commercial clients ensuring a high standard of cleanliness is maintained at all times.
2. Set up and clear away for all college functions where the Hospitality team are involved, maintaining a professional and efficient service to the users.
3. Assist in the preparation of hot and cold business lunches in the restaurant ensuring that deadlines are achieved, and high hygiene standards are maintained.
4. Setting and clearing of tables in the Training Restaurant and serving plated hot and cold meals at the table in accordance with service procedures
5. Carry out routine cleaning cycles of cookers, refrigerators, freezers, cupboards and other equipment being used by the Hospitality Team maintaining constant high standards.
6. Wipe down tables, all work services and kitchen areas after lessons ensuring that all areas are made ready for use and up to the required standard.
7. Assist if required in supporting the laundry operations in order to maintain the service to the section at all times
8. Carry out other tasks, which are related to supporting all users of kitchens, restaurant and lounge areas maintaining a professional service and high-level support.
9. Carry out other tasks as required by the Catering Co-ordinator & Restaurant Manager.

### Statutory responsibilities

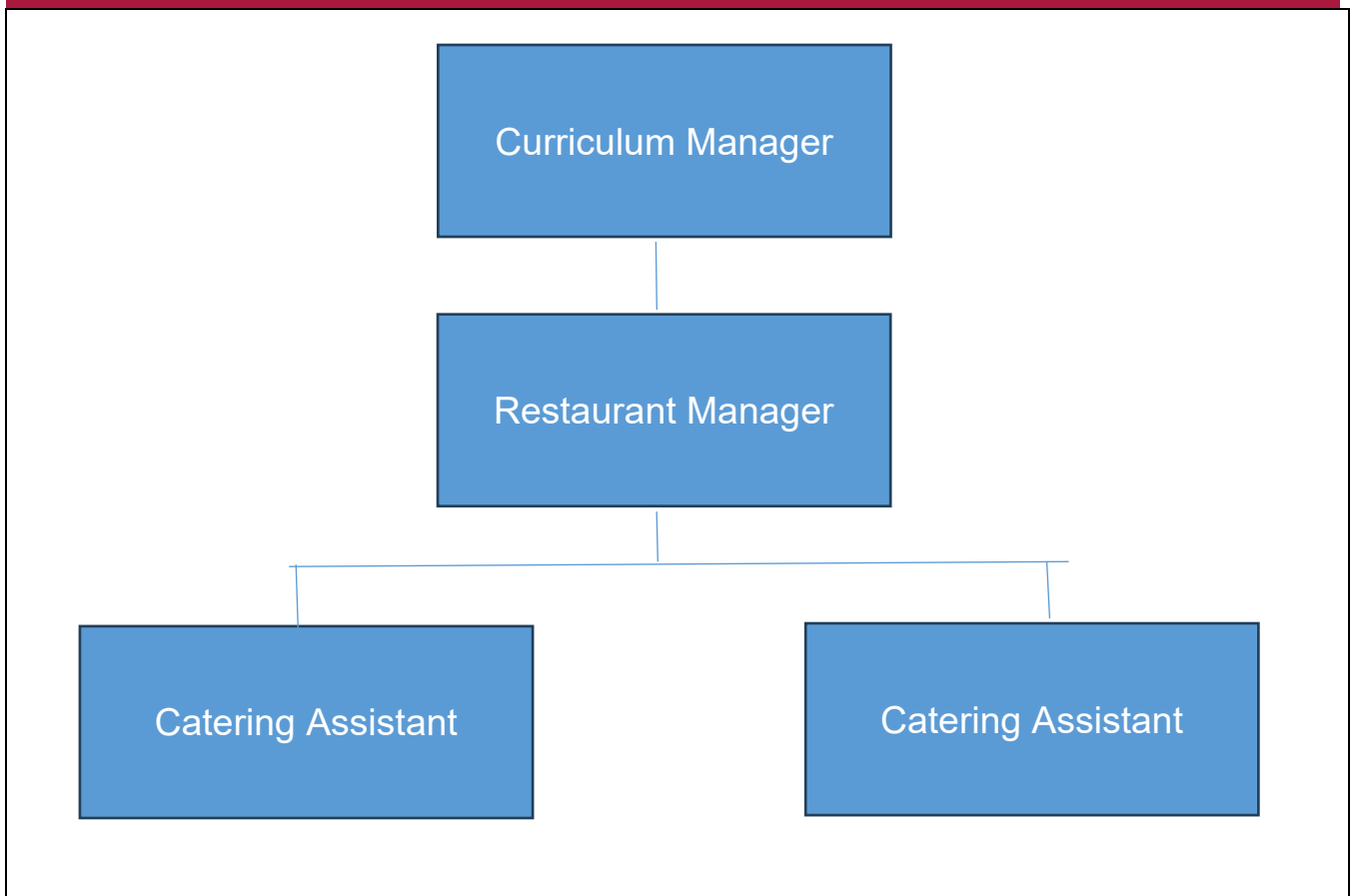
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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## Organisational structure



## Organisation chart



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Fundamentals of food hygiene certificate  Basic principles of first aid	
<b>Knowledge</b>	Knowledge of basic first aid and the principle of health and safety.	Knowledge of COSHH & cleaning processes within a commercial environment.  Knowledge of safeguarding and child protection issues.
<b>Technical / Work-based Skills</b>	Good standard of English.	
<b>General Skills/Attributes</b>	Presentation & Inter-personal skills.  High personnel standards of cleanliness and hygiene.  Good level of communication skills	
<b>Experience</b>	Food preparation experience.	Experience of working with children and young people

## Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.