V1229

Catering Assistant

Job Description

Faculty / Department: Campus:	Hospitality and catering curriculum
Responsible to:	Subject leader for Hospitality and Catering
Responsible for:	N/A

Grade:	Salary: £25,547 per annum, pro rata (SCP 6, Grade 1)	**Hours:**	Part time, 26.5 hours per week, Term Time Only, 38 weeks per year, permanent, (0.61 FTE)

Role Summary:

The Curriculum Kitchen Technician is responsible for supporting the effective day-to-day operation of the hospitality and catering curriculum kitchens, ensuring that all teaching environments are prepared, maintained, and operated to the highest professional standards. Working closely with curriculum staff, the post holder will assist with the preparation of practical teaching sessions, receipt and storage of deliveries, stock organisation, laundry and cleaning duties, and the maintenance of a safe and hygienic working environment. The role plays a key part in creating an industry-standard learning environment for learners while ensuring compliance with all relevant health, safety, food hygiene, and fire safety regulations. This is a fast-paced position requiring excellent organisational skills, flexibility, and the ability to work both independently and collaboratively as part of a wider team.

Main Duties and Responsibilities:

- Prepare curriculum kitchens and associated learning spaces for practical teaching sessions, ensuring all equipment, ingredients, and resources are available and ready for use.
- Liaise effectively with teaching staff to support curriculum delivery and respond to operational requirements.
- Receive, check, and appropriately store deliveries in accordance with food safety and stock control procedures.
- Maintain high standards of cleanliness throughout all kitchen, storage, and preparation areas, including the completion of scheduled cleaning and laundry tasks.
- Ensure kitchens are fully cleaned, sanitised, and reset following practical sessions and are ready for subsequent teaching activities.

- Monitor and maintain equipment, reporting defects or maintenance requirements promptly.
- Adhere to and promote all Health and Safety, Food Safety, Food Hygiene, COSHH, and Fire Safety procedures at all times.
- Support stock rotation, inventory management, and the safe storage of food and non-food items.
- Assist in maintaining a professional, industry-standard environment that supports learner development and achievement.
- Work positively with learners, staff, and external stakeholders, demonstrating professionalism and acting as a role model for good working practices.
- Contribute to the smooth and efficient operation of the hospitality provision by undertaking additional duties commensurate with the grade and responsibilities of the role.
- Work effectively both independently and as part of a team in a busy and demanding environment, managing competing priorities and deadlines.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.
- A uniform will be provided which must be worn whilst on duty. The post-holder will be responsible for the laundering of their uniform

College Values

- To demonstrate and uphold the College's values.
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as November 2026. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.

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Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

PERSON SPECIFICATION

Catering Assistant

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Hold a Food hygiene level 2 or willing to obtain one. • Level 2 in Maths or English (GCSE or equivalent), or a willingness to obtain these qualifications at the College.	A A	• Knowledge of basic health & Safety	A
Experience	• Excellent customer service skills with demonstratable customer service experience.	A	• In working in a busy hospitality environment preferably in a front of house position. • Previous cash experience.	I I
Skills/ Aptitudes/ Competences/	• Good communication skills • Ability to provide an effective, proactive customer focused service to our customers. • Committed team player. • Is professional and polite in all dealing with customers providing quality service. Readily supports and adapts to change. • A willingness to and	I A I I I/A		

	ability to work flexibly and during evenings when necessary. • Ability to work independently and on own initiative. • Flexible approach to learning. • Proven ability to work in fast paced environment	I I I		
Disposition/ Attitude	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties and through being able to work flexibly as part of a team. • Demonstrable positive approach to Equality, Diversity & Inclusion • Resilience and adaptable in response to challenges and change.	I A, I A, I		
Suitability to work with Children, Young People and Vulnerable Adults	• A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults. • Understand the importance of maintaining confidentiality and appropriate professional boundaries with children, young people and vulnerable adults • Awareness of Safeguarding policies and procedures in an educational setting. • Ability to recognise and report safeguarding concerns in line with College procedures.	I, DBS I, R, DBS I, R I	• Training in Safeguarding, child protection or Prevent beyond mandatory induction • Familiarity with safeguarding legislation relevant to the education sector. • Awareness of Prevent duty	A, I, R I I

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TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.