

November 2018

Thank you for your interest in the post of Food Services Assistant (full time). Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter, including your preferred working hours, either in writing or by e-mail to:

Helen Dearing  
Human Resources Officer  
The Edward James Foundation  
West Dean  
Chichester  
West Sussex  
PO18 0QZ

Email: [helen.dearing@westdean.org.uk](mailto:helen.dearing@westdean.org.uk)

Tel: 01243 818247

**Closing date for applications: Monday 17<sup>th</sup> December 2018 at midday.**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

## JOB DESCRIPTION

JOB TITLE	Food Services Assistant
DEPARTMENT/DIVISION	Catering
LOCATION	West Dean College
REPORTING TO	Student and Guest Services Manager
Main Purpose of Job	To serve food and beverages in an efficient and customer-focused manner

## KEY DUTIES & RESPONSIBILITIES

- 1 To work in all areas of the Catering Department serving customers at meal and refreshment times as instructed by the Student and Guest Services Manager. Areas to include all hot and cold counters, drinks counters, salad and sandwich counters and remote or occasional service points.
- 2 To prepare and set up for service as required, ensuring
  - Cutlery containers, condiments and consumables are in place to accompany all meals,
  - All beverages to be ready for times of service and ensure adequate refreshments are available throughout each service
  - Replenishment of all items at each beverage station ensuring sufficient stocks of cups, tea bags, sugar, milk, etc.
- 3 Ensure all hot dishes offered are to the correct standards, temperature and are served professionally and in the correct portion size, ensuring familiarisation of the ingredients of the menu choices.
- 4 Carry out clearing of tables, disposal of rubbish and cleaning of floors.
- 5 Undertake all cleaning duties relating to the service within the dining room and refectory areas are undertaken in line with food hygiene regulations.
- 6 To assist with stocktaking procedures as and when required.
- 7 To fill and rotate all foods in remote storage areas.
- 8 Carry out all necessary cleaning on beverage and vending machines.

- 9 Ensure that the correct uniform is worn at all times.
- 10 Ensure high standards of customer service are maintained at all times.
- 11 Make sure that all working practices comply with the food safety and Health & Safety policies at all times.
- 12 Undertake training as required.
- 13 Any other reasonable duties as requested by the Student and Guest Services Manager.

*This job description is subject to regular review in consultation with the postholder.*

### PERSON SPECIFICATION

Essential	Desirable
Excellent customer care skills	City and Guilds NVQ 1 / 2 qualification in food service
Minimum of basic level Food Hygiene Certificate	
An appreciation of food service	
Willingness to learn	
Ability to work as part of a team	

## FOOD SERVICES ASSISTANT

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£14,705.60 per annum (£8.08 per hour) payable monthly in arrears by BACS transfer.
Hours:	Full Time: 35 hours per week, primarily straight shifts, 5 days over 7 including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata for part time employees).
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.