

ROLE DESCRIPTION

ROLE TITLE:	Catering Assistant
REPORTING TO:	Catering Manager
LOCATION:	Franklin College, Grimsby
APPOINTMENT TYPE:	1 x 10 hrs Permanent
DATE:	September 2026

ROLE PURPOSE:

To undertake, normally under the general direction of a supervisor, the preparation, simple cooking and serving of food and to assist with all aspects of the catering service operations and their development.

MAIN DUTIES AND RESPONSIBILITIES

1. To undertake the basic preparation of food and beverages and the preparation of vegetables and snacks.
2. Assist in the advance preparation of cooking of food.
3. Organising the serving of food.
4. Transporting and serving of meals.
5. General kitchen and dining room duties including washing up, setting up and clearing away equipment.
6. Control and operation of the cash register and assist with cash handling as required.
7. Undertake stock control duties and vending supplies maintenance.
8. To provide an excellent customer service to all students, staff and users of the catering facilities.
9. Adhere to food hygiene regulations at all times whilst working in the kitchen.
10. To carry out any other duties as may be reasonably requested, providing support for students and staff when and where needed.
11. Contribute to PREVENT and safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm.
12. Work to promote and contribute to the College's Equality and Diversity policy.
13. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College.
14. Such other tasks as directed by the Principal as may be necessary to ensure the continuing development of systems and service.

The post is a support staff post and conditions of employment fall within the nationally agreed Sixth Form Colleges Support Staff (SFCSS) arrangements. The post holder will be expected to work flexibly within the stated arrangement in the terms and conditions of employment to meet the daytime and planned occasional evening work at Franklin and other locations.

Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile P = Practical exercise *The selection criterion is for guidance only and alternative methods may be used to assist the selection process	Essential or Desirable	Method of Candidate Assessment * A, I, T OR P
Experience		
1. Experience of handling and working with food in a catering environment	E	A,I
Educational/ Vocational Qualifications		
1. Good general education, including at least GCSE (or equivalent) in English and Maths	D	A,I
2. Possess a valid or willing to undertake, a Food handling/Hygiene certificated	E	A,I
Skills, Knowledge & level of competency.		
1. Highly developed communication and customer service skills	D	A,I
2. The ability to understand and empathise with staff and student needs	E	A,I
3. An innovative approach and pro-active style	D	A,I
4. The ability to analyse and solve problems and implement change	D	A,I
5. Highly tuned procedural and systems development skills	D	A,I
Personal Qualities and Interpersonal		
1. Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing	D	A,I
2. Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts	D	A,I

4. A commitment to equal opportunities and diversity	E	I
5. Ability to influence others	D	I
6. Punctual and reliable, with a responsive and flexible attitude to changing needs and demands of the Department	D	I
7. Self-motivated with a high level of personal initiative.	E	I
8. Committed to excellence, continuous improvement, customer focused, team player, flexible, approachable and enthusiastic.	E	I
9. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	E	I

GRADE OF POST: SIXTH FORM COLLEGES' SUPPORT STAFF PAY SPINE POINT 3
 (£24,759 full time equivalent)
 $10/37 \times 190/229 = 0.2242$ $0.2242 \times £24,759 = £5,552$ per annum