

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Café Assistant
Job Purpose:	To provide a high quality catering service, in accordance with Health and Safety standards
Accountability to:	Catering Manager
Responsible for:	No staff

Key Responsibilities and Key Tasks:

1. Provision of high quality refreshments for students and staff

- a. Preparation and delivery of day-time refreshments and snacks in the Café.
- b. Ensure that stock is maintained and rotated.
- c. Accurately operate the till/tablet and assist in cashing up duties.
- d. Clear and tidy crockery and equipment and load dishwasher.
- e. Assist the Catering Manager and provide cover for other catering staff, as required.
- f. Prepare and serve a range of hot and cold refreshments, as required.

2. Ensure hygiene standards are maintained

- a. Keep the Café, kitchen, servery areas and Refectory clean, in accordance with the Hygiene Standards.
- b. Clean, maintain and store equipment (e.g. crockery, cutlery and utensils etc) in a safe and professional manner.
- c. To know, understand and adhere to the Food Hygiene Regulations.

3. Any other duties

- a. Undertake any other reasonable duties, as required.

