



JOB DESCRIPTION

Post:	Catering Technician
Responsible to:	Head of Occupational Studies
Salary:	<p>£21,050 - £21,916 pro rata Scale 3 (Pts 18-20)</p> <p>£17,799 - £18,531 per annum Full Time, Term Time (38 weeks per year). 37 hours per week</p> <p>£9,621 - £10,016 per annum Part Time, Term Time Only (38 weeks per year) 20 hours per week, 10am till 2pm</p>
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	<p>To ensure compliance with all current legislation following HACCP/COSHH principles including temperature control systems.</p> <p>To maintain all Catering equipment and materials, support the learning process and assess students when required.</p> <p>To support the commercial elements of both outlets in terms of food preparation and service as well as providing an efficient service in our 'Spires' and 'Time Out' outlets.</p>
Specific Duties:	<p>To act at all times in accordance with College policies eg Health and Safety.</p> <p>To consistently monitor all aspects of Health and Safety: to include risk assessment, equipment fault recording and reporting, accident reporting, following HACCP and COSHH systems in place filling out daily records and cleaning schedules up to date and in place.</p> <p>To work flexibly in the interests of the organisation as required.</p> <p>To ensure the ordering of stock and fill out all documents as required for audit purposes.</p> <p>To set up and close down of practical classes with the</p>

lecturer.

Maintain clear and up to date data to support the audit of all risk assessment, hygiene and Health and Safety

To maintain catering equipment and materials.

To support lecturing staff in the day-to-day organisation and maintenance of catering areas.

To order stock for the coffee bar and kitchen.

To maintain appropriate records and inventories for stock control purposes as directed by lecturing staff.

To support the teaching and training of students in the kitchen environment to ensure the safe and efficient working of all.

To be responsible for laundry, including collection and return.

To act as a KPP when necessary.

General Requirement:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

Catering Technician

Ideally, the person appointed will have the following skills and experience:

- Essential: C&G/NVQ Level 3 Food Preparation/Hospitality or equivalent
- Numeracy/Literacy Level 2
- Food Safety Level 3
- Level 2 IT
- Desirable: Food Safety Level 4
- First Aid qualification
- A1 (or working towards)
- Industrial experience in a busy operational environment or a background in catering
- Working knowledge of risk assessment and Health and Safety
- A particular interest and ability in practical work.
- Experience of preparing ingredients etc.
- Good administrative and organisation abilities.
- Good interpersonal skills in dealing with staff and students.
- Flexible approach to working across the College's various commercial food outlets.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.