

JOB DESCRIPTION

Post: Catering Technician

Responsible to: Associate Director of Occupational Studies

Salary: £23,492 Pro Rata
£10,737 Per Annum
Part Time, Term Time Only (38 Weeks)
20 hours per week

Conditions of Service: Truro and Penwith College conditions of service

To ensure compliance with all current legislation following HACCP/COSHH principles including temperature control systems.

Main Purpose of Job: To maintain all Catering equipment and materials, support the learning process and assess students when required.

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.

Specific Duties: To work flexibly in the interests of the organisation as required.

To ensure the ordering of stock and fill out all documents as required for audit purposes.

To set up and close down of practical classes with the 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 KP when necessary.

General Requirements:

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 always maintain the highest standards of professional behaviour (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.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.