

General Catering Assistant - Job Description

Purpose of Job

To ensure the cleanliness of the kitchen and dining room and to deliver excellent customer service throughout the College.

Main Duties Include

- Cleaning of the kitchen, dining room and all food outlets, pre and post service.
- Provide high quality customer care and service at all times.
- Service of food and beverage.
- Recording of cash and card sales.
- Preparation of packed lunches, salads and vegetable preparation.
- Preparation and delivery of food and beverage items to corporate suites in a timely manner.

Detailed tasks include

Cleaning and keeping tidy the dining room, kitchen and all food outlets within the college.

Ensure that all areas are always spotlessly clean and operate appropriate cleaning schedules as have been set in place, ensuring that they are completed, checked and archived.

Ensuring that all hygiene and health and safety standards are met at all times.

Setting up the Dining Room/Hospitality Suite for food service.

Carry out full served buffet service to College guests.

Carry out full plated table service where required by College guests.

Laying out food ready for service.

Assisting with packed lunches, salads and vegetable preparations.

Setting up and serving coffees and teas for College guests.

Working with the kitchen to provide excellent service to our guests.

Promoting exceptional standards of customer service, ensuring that all services, whether Dining Room or other hospitality areas operate in a friendly, smooth and efficient manner at all times.

Interact with customers at every service period ensuring that the service is running smoothly and that customers are happy with the service they are receiving.

Operate a set of pre-service checklists that ensures that all areas, whether within the main Dining Room or at a function, are fully sourced and ready for the service to commence.

To comply with all legislative requirements including health & safety, fire and hygiene under the direction of the Catering Manager.

To attend as required internal and external meetings and training courses.

To be responsible for all aspects of health & safety in the absence of the Catering manager and catering supervisor, within the policies and procedures of the College.

Key Points of Contact

- Senior Management and College Staff
- Newbattle Abbey College Students
- Conference and Corporate Delegates
- International and Language School Partners
- Visitors and Other Customers

Essential Skills Required

Experience in hospitality.

Knowledge of food and safety record keeping.

An understanding of allergies and dietary needs of all customers .

Excellent communication skills & interpersonal skills.

Ability to use own initiative and priorities workload to meet deadlines.

A high level of adaptability to be able to cover unsociable hours including weekends, split shifts, early mornings, and evenings.

Desirable Skills

Knowledge of health & safety.

Experience labelling of foods with relevant details in regard to Natasha's Law.

Access to own transport is desirable but not essential. Public transport services are available to the College; however, services may not always align with the shift patterns and working hours required for this role.

Hours & Salary

Part Time Temporary until end of December 2026

(0.75 FTE) 25 hours per week, including weekends

£18,336 per annum (£25,670 pro rata)

OR

(0.5 FTE) 20 hours per week, including weekends

£14,669 per annum (£25,670 pro rata)