



Job Description:

Catering Support Assistant

15.25 hours per week - Term Time
plus 2 weeks



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REF: BSS023-789

The role:

The successful candidate will have previous experience of working in a relevant industrial environment together with basic food hygiene knowledge. Duties will include technician support for kitchens and restaurant, cleaning and maintaining work environment, transporting, and restocking of provisions and equipment. A willingness to undertake training, together with a flexible and adaptable approach will be essential, evening shifts may form part of this role.

Responsible to:

The postholder is responsible to the Hospitality & Catering Curriculum Leader

Key Accountabilities and Responsibilities:

- To prepare the learning environment as requested by lecturing/supervisory staff.
- To organise and service the upkeep of designated learning environment by:
 - Transporting and restocking items of stock as required which will include lifting items and/or equipment.
 - Cleaning equipment and work areas to ensure hygienic and safe working environments for students and staff.
 - Remove waste and rubbish.
 - Assist in the wash-up process.
- To formally advise line manager(s) if any necessary repairs, servicing or relevant Health and Safety issues and take appropriate action, as requested, to students as they pursue their various learning tasks.
- To, under the supervision of tutors, provide support as required to students as they pursue their various learning tasks.
- To maintain close working relationships with the curriculum team.
- To contribute to the monitoring of student safety and the operation of good practice within the learning environment.
- Assist the Catering Supervisor with stocktaking and stock control.
- To attend meetings as required.
- To undertake training and development as directed by the line manager.
- Receiving, checking and storage of food and kitchen stock deliveries.

- Preparation of trolleys of food for production and RWE's.
- Assist student and lecturers in obtaining food according to the requirements of the RWE.
- Organisation of kitchen equipment and ensuring kitchens and RWE's maintain a high standard of health and safety.
- Laundry – wash and dry kitchen and table linen owned by the College.
- Tidy shelves in the kitchen area.
- Store and maintain food products in line with legislative requirements and maintain food safety.
- To demonstrate safe use and maintenance of machinery and equipment (to staff and students).
- To carry out any other duties which may be required from time to time and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of Basic Food Hygiene certificate.	D	A
Possession of a Level 2 qualification in English and Maths (or a willingness to undertake training and qualification as directed by line manager)	D	A
A willingness to undertake training where appropriate	E	A/I

Experience		
Relevant professional/industrial experience.	D	A

Knowledge, Skills and Attributes		
Capable of lifting medium/heaving weights as required in the course of performing your duties.	E	A/I
Ability to work within the department both as a member of a team and on own initiative will be essential.	E	I
High level of reliability.	E	I
High level of adaptability/flexibility.	E	I

Commitment to the College's corporate ethos, aims and strategy.	E	I
Knowledge, Skills and Attributes		
Be prepared to undertake staff development	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£8,377.77 per annum

For information, the full-time equivalent is £19,227.66 per annum

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 540 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (98 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during the academic term time

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 22nd August 2025 (10:00am)

Interviews will be held: Within 2 weeks of the closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

