Hospitality Assistant (Bank)

Team: Hospitality

Responsible to: Head of Learning for Service Industries

Location: Chichester

Role Summary

- To be a member of a College team that is responsible for the smooth running of catering facilities, providing training and education.
- To keep a record of all equipment brought into or taken out of the teaching area and to take stock of equipment.
- To maintain a high standard of safety and to help ensure that food and hygiene and safety regulations are obeyed.
- To organise the availability of equipment used during classes and ensure it is fit for purpose (with assistance of the Lecturer in charge).

Key Responsibilities

- To support Lecturers and students in a practical hospitality environment.
- To ensure the cleanliness, quality standards and safety of the work area.
- To ensure that the teaching environments in designated areas of the Hospitality section are prepared and maintained to a high standard to meet the HSAW and hygiene requirements.
- To collaborate with Lecturers and Assessors and members of the technical staff in undertaking the duties specified.
- To supervise students in the control of food, beverages, resources, linen, cleaning materials and equipment.
- To assist with the purchase of new small equipment.
- To direct and guide students in a Realistic Working Environment, specifically in the still room and wash up areas, bar and reception.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Previous hospitality experience	Desirable	Application Form/ Interview/ Assessment
Knowledge		
Food safety standards	Desirable	Application Form/ Interview/ Assessment
Qualifications		
GCSE (or equivalent) in English and Maths at grade C/4 or above	Essential	Application Form/ Interview
Catering qualification	Desirable	
Level 2 Food Safety qualification	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to prioritise tasks effectively	Essential	Application Form/ Interview/ Assessment
Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing	Essential	
Numerical skills	Essential	
Ability to work alone and as part of a team	Essential	
Attributes		
Flexible in approach	Essential	Interview
Committed to student support	Essential	
Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Terms and Conditions of Employment

A Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: This is a 'bank' position meaning that we may offer you assignments which are available (although we are not required to do so) and if you wish, you may accept the work we offer (but similarly, you are not obliged to do so). There are no guaranteed minimum hours of work. Assignments will be agreed in advance with the Line Manager.

Salary range: An hourly rate is payable for each agreed hour of work. The hourly rate includes basic rate and pro rata holiday entitlement.

Basic rate:	£13.45
Holiday:	£2.15
Total:	£15.60

Holiday entitlement: Holiday is calculated on a pro rata basis and paid in advance as part of the hourly rate.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively, the employee may opt out within the first 3 months of employment.

Termination: This contract will be automatically terminated if you have not undertaken any Assignments in a twelve month period. Alternatively, the notice period to be given by you or by the Corporation is one week.