

Job Title:	EFT Catering Assistant
Post Number:	EFT 92
Hours:	16 - 30 hours (regular shifts, including weekends/evenings)
Salary:	£20,319 full time equivalent (f.t.e.)
Holiday:	25 days + bank holidays (f.t.e.) paid proportionally
Pension:	A pension scheme is available with up to 6% match.

Information

Working for the Education Futures Trust, the Catering Assistant will work in one or more local venues to deliver a high-quality food and drinks service to customers. Within a flexible role they will offer all elements of service at our community cafes/restaurants; to include preparation, service to customers, clearing and cleaning to ensure the smooth running of the café/s.

The post holder will:

- prepare the venue and kitchen;
- provide a service to customers in the café/s;
- clear and clean all areas of the café and kitchen;
- help prepare and cook food when requested;
- meet health and safety standards;
- deliver an effective, high-quality service;
- seek feedback from service users to improve outcomes;
- completing all paperwork and recording required.

There will be elements in the role that will follow a routine, but a large percentage of the work will vary according to the needs of projects. As this is a developing role, successful candidates will need to be prepared to adapt to meet need. There will be an expectation of weekend and evening work within the hours, as well as a need for additional paid hours.

The Education Futures Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants for people working in posts with young people and vulnerable adults will need to undertake an Enhanced Criminal Record with Barred List Check.

Our children. Our families. Our community.

Registered Charity Number: 1146171

Company Number: 7852922

Patron: Baroness Stedman Scott OBE

Job description: EFT Catering Assistant

Responsible to the Chief Executive

Main tasks

1. To help with the delivery of an effective community café/restaurant.
2. To adhere to all health and safety requirements in the café/restaurants.
3. To serve drinks, snacks and meals to customers.
4. To prepare, clean and clear-up in the café/restaurant and food related areas.
5. To support with the preparation and cooking of food as requested.
6. To offer an excellent service.
7. To meet the needs of individuals and groups accessing the café/restaurant.
8. To be involved in taking cash and card payments; using the equipment according to guidelines
9. To report on a monthly basis to the allocated supervisor, and to the Chief Executive, as required.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification: EFT Catering Assistant

Essential criteria

Personal qualities

The successful candidate will:

1. be committed to equality of opportunity
2. be able to manage under pressure
3. have the attitude and ability to engage with customers
4. be able to communicate effectively
5. have a demonstrable commitment to the success of the programme
6. to be open to training and learning
7. have professional integrity and confidentiality
8. be able to demonstrate flexibility, especially around working hours.

Experience

The successful candidate will have experience of:

1. catering and cooking
2. working in a food outlet
3. clearing and cleaning
4. working with people

Skills

The successful candidate can demonstrate:

1. the ability to work in a team
2. the ability to clean effectively
3. good communication skills
4. regular and effective monitoring and evaluation of progress

Knowledge

The successful candidate will demonstrate knowledge and understanding of:

1. cooking and catering
2. food related health and safety issues
3. how food outlets operate
4. nutrition and diet

Other criteria

1. Willingness to work unsociable hours, including weekends and evenings

2. To be literate and numerate (GCSE grade C)
3. Post holders should be able to drive, provide own car and travel freely (over 18 years).

Desirable criteria

The successful candidate will have:

1. food hygiene certificate
2. first aid qualification
3. experience of working with young people