

JOB DESCRIPTION

JOB TITLE:	Refectory Assistant
DEPARTMENT:	Refectory
RESPONSIBLE TO:	Refectory Manager
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To undertake general refectory duties and assist in the provision of an effective and attractive service.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Refectory Duties**
- 2. General Responsibilities**

1. Refectory Duties

- 1.1 Prepare fresh sandwiches, Paninis, wraps, toasties etc as well as Barista coffee and taking till payments
- 1.2 Serves meals and snacks following the College policy on portion control.
- 1.3 Assists in ensuring the security of college equipment and utensils.
- 1.4 Ensures the overall cleanliness of the coffee shop area
- 1.5 Clears tables and washes crockery, cutlery, kitchen utensils and equipment.
- 1.6 Assists in ensuring that the requirements of the food hygiene and Health and Safety legislation are met.
- 1.7 Whilst trainees are assigned to kitchen areas, participates in their "on the job" training and supervision

2. General responsibilities

- 2.1 Contributes to the attainment of the College's strategic objectives, as appropriate.

- 2.2 Complies with all College policies, practices and procedures.
- 2.3. Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
- 2.4. Participates in and promotes the Staff Development and Appraisal schemes.
- 2.5 Takes responsibility for safeguarding and promoting the welfare of children
- 2.6 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

BENEFITS OF WORKING AT CHELMSFORD COLLEGE

Why work for us? We offer our staff the following:

Work Benefits

- Generous annual leave entitlement - 50 days for academic staff
- Special Leave provisions
- Work From Home:
 - Academic: 20 days per year
 - Business Support: Agreed with Line Manager
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Staff Recognition Awards
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

Health Benefits

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

Financial Benefits

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers' Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon - The Princes Salon

Professional Development Benefits

- Excellent professional development opportunities - including 10 professional development days each year
- Back to Floor Days 1.5 days per year
- Free membership to on-site library/learning centres