Godalming College

Tuesley Lane, Godalming, Surrey GU7 1RS

Principal: Emma Young

June 2022

Dear Applicant,

Thank you for your interest in the post of **Catering Assistant.**

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website http://www.godalming.ac.uk/about-us/vacancies For other enquiries please contact Human Resources – HR@godalming.ac.uk

The closing date for receipt of applications is **Monday 27th June 2022 at 10am.**

Completing your application
Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable us to assess each applicant's relative strengths against the criteria in the specification.

Returning your application
Please return your application form as an e-mail as an attachment to HR@godalming.ac.uk

Short-listing and interview arrangements
Since we may not be able to respond to all applicants, if you have not been contacted by **30th June 2022**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact the HR Team if you would like to enquire about the progress of your application. **We plan to hold interviews Thursday 30th June at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

Telephone 01483 423526 | Fax 01483 417079 | E-mail college@godalming.ac.uk | Website www.godalming.ac.uk

Godalming College

Catering Assistant

The College is looking for 2 new Catering Assistants. This is an exciting time to join as we work to improve our provision across all outlets in order to provide variety and value to our students and staff.

The Catering Department

Offering a range of catering for over 2000 students and 200 staff, the canteen areas are extremely busy and well supported by all those on site throughout the course of the year. We offer a variety of food choices from hot meals, sandwiches, salads, paninis, pizzas, pasta dishes, pasties and hot and cold drinks via six different outlets including a Starbucks and Costa.

- Main servery - offering hot cooked meals
- Deli Bar – offering paninis and street food such as wraps
- Starbucks – 'Proud to serve' offering coffee, paninis, pastries, sandwiches, salads, cold drinks and sweet snacks
- Costa – 'Proud to serve' offering coffee, paninis, pastries, sandwiches, salads, cold drinks and sweet snacks
- Vending – a variety of vending machines around the college stocking cold drinks and snacks
- Staff Room – staff coffee machine, fridges and microwaves for staff to store and prepare their own lunches

Departmental Profile

CURRENT STAFF	• Catering Manager • Kitchen Supervisor • Assistant Chef • Pastry Chef • Catering Assistants • Kitchen Porter

Godalming College

JOB DESCRIPTION

Job Title: Catering Assistant

Line Manager: Catering Manager

Summary of Job

To provide a friendly catering service, performing a variety of manual tasks associated with food production and service across all outlets on site.

Responsibilities

- To assist in the preparation of food, drinks and snacks at the various onsite catering outlets
- To build the appropriate knowledge of food items and drinks sold throughout the catering outlets and to keep the outlets and vending areas fully stocked
- To use the tills to process sales of food and snacks, correctly recording each sale, including the handling of cash
- To keep the catering outlets and kitchen clean, following rigorous cleaning schedules
- To keep the dining areas in a clean and tidy state
- To provide a friendly, efficient and hygienic service to all customers
- To co-operate with all team members and undertake duties in the kitchen / catering outlets as requested
- To attend food safety, health and safety and environmental training courses as required
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies
- To do other tasks as reasonably requested by the Godalming College management team from time to time

This job description may be varied according to the needs of the College from time to time.

Last review date: May 2021

Review carried out by: Catering Manager

Godalming College

Person Specification

Essential:

- Customer service experience
- Good organizational skills
- Numerate: ability to remember prices, simple mental arithmetic and counting cash
- Manual dexterity for quick, skillful handiwork
- Ability to communicate in written and spoken English
- Smart, clean appearance (uniform is provided)
- Friendly, pleasant personality
- Reliable

Desirable:

- Food hygiene training certificate
- Till experience

WORKING AT GODALMING COLLEGE – INFORMATION FOR SUPPORT STAFF

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

Copy of Advert for information

Rated 'Outstanding' by Ofsted in December 2019, Godalming College in Surrey is one of the best sixth form colleges in the country. With outstanding teaching and learning at the heart of our student experience, we consistently achieve impressive results. Our campus provides attractive and stimulating spaces in which to work and study reflecting our lively, vibrant ethos.

Starting 30th August 2022

Part-Time Catering Assistant

22.5 hours a week, Monday to Friday 9.30am-2.30pm
(These are the core hours but there may be some flexibility in start and finish times)
Term time only / 38 weeks

Following a recent decision to bring their catering services in house this is an exciting time to join the team as we work to improve our provision across all outlets in order to provide variety and choice to our students and staff.

Offering a range of catering for over 2000 students and 200 staff, the canteen areas are extremely busy and well supported by all those on site throughout the course of the year. We offer a variety of food choices from hot meals, sandwiches, salads, paninis, pizzas, pasta dishes, pasties and hot and cold drinks via six different outlets including a Starbucks and Costa.

The full time full year salary for the role is £19,133 and the actual annual salary, based on 0.52 FTE, is £9,861. This takes into account the recent pay award and increase in National Living Wage.

Interviews are planned for Thursday 30th June 2022

Full details and an application form can be downloaded from our website
www.godalming.ac.uk For other enquiries please contact the HR department via email hr@godalming.ac.uk

Closing date: Monday 27th June 2022 at 10 am