



Westcott House
JOB DESCRIPTION

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

JOB TITLE:	Catering Assistant
REPORTS TO:	Catering Manager
HOURS OF WORK:	37.5 hours per week term time only
CONTRACT TYPE:	Permanent Between 32 and 34 weeks per year, term time only
SALARY:	£23,809.50 per annum pro rata. Contracted pay between £16,777.00 and £17,827.00 per annum (includes rolled up holiday pay)
BENEFITS:	Non-contributory pension scheme and death in service benefit Meals during term time Free parking (subject to availability)

MAIN PURPOSE OF THE JOB:

- To assist the catering team in the busy College kitchen by helping with food preparation tasks, serving meals, cleaning of kitchen, dining and food service areas and washing up.
- Term time meals involve a basic breakfast, cooked lunch for 25-35+ covers, Monday – Friday, and cooked dinner for 10-15 covers, Monday – Wednesday and 40+ covers, on Thursdays. Numbers are expected to increase as the Church of England increases the numbers of people in training for ministry.

KEY TASKS AND RESPONSIBILITIES:

- To help serve meals to students and staff.
- To assist with basic food preparation to a good standard, from good home-cooking to restaurant standard, preparing food to the highest standards of quality, preparation, timing and temperature.
- To ensure the serving area is kept clear and that food is replenished when required in order to maintain an efficient service.
- Cleaning of kitchen areas, dining hall tables and food service area to be maintained to the highest standard.
- To wash up all used utensils, cutlery and crockery at the end of each day.
- To provide teas and coffees and other occasional additional catering requirements of the College.
- To undertake any other appropriate tasks as required by the Catering Manager, Operations Manager or Principal.
- Participate in training as required, including basic Church of England safeguarding training and training designed to minimise occupational risks.
- To act at all times in the best interests of the College.

<p>PERSON SPECIFICATION</p> <p>Catering Assistant</p>
<p>Experience – type and depth of experience required to do the job:</p> <p>In your application, please include evidence of how you meet each of the essential criteria.</p> <p>Essential:</p> <ul style="list-style-type: none"> • Awareness and understanding of the range of special dietary requirements, allergies and food intolerance. • Qualification in Food Safety Level 2. • Understanding of issues of Health and Safety, security and other College policies at all times.
<p>Special aptitudes required/personal disposition:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Ability to contribute to, and maintain, a respectful, professional and inclusive culture in the kitchen, dining area and in interactions with all the college community. • Good communication, interpersonal and time management skills. • Have an understanding of the purpose and work of Westcott House and of the Church of England, and willingness to work to actively support that purpose and work. • Committed to the protection and safeguarding of all in the community.
<p>Conditions</p> <ul style="list-style-type: none"> • Your average working week is 37.5 hours, which includes working a shift pattern that includes some evenings. • You will be required to work on occasional weekends (e.g., two Open Days per year). • You will be required to work public holidays during term time. • It may be necessary to work additional hours from time to time (for which you will be paid overtime), when authorised by the college. • The Catering Assistant will be contracted to work between 32 and 34 weeks per year. • Generous employer funded pension scheme. • 25 days holiday plus bank holidays pro-rata paid out as rolled up holiday pay. • Probationary period of 26 weeks.

July 2025