

CATERING ASSISTANT

The main purpose of the role is to work under the direction of the Catering Manager to perform a variety of tasks within the College's catering facility.

- To assist as directed with all aspects of basic food preparation and retail activities
- To demonstrate excellent customer service skills at all times and to greet all customers helpfully and courteously
- To act as a sales assistant in the Catering Facility and to advise customers of any promotional offers in order to maximise sales

MAIN DUTIES

Customer Service

- To demonstrate excellent customer service skills at all times and to greet all customers helpfully and courteously
- To report any customer comments to the Catering Manager
- To act as a sales assistant in the Catering Facility and to advise customers of any promotional offers in order to maximise sales.
- To keep records (e.g., counter checks and stock sheets as required)
- To assist with the preparation and service at special functions

Food Service

- To assist as directed with all aspects of basic food preparation and retail activities
- To clean and clear food areas
- To prepare counters and dining areas for service
- To clear and clean counters during service
- To clear and clean counters and service equipment after service
- To maintain a high standard of hygiene and safety within the workplace
- To undertake all aspects in the cleaning of counters, equipment and area in accordance with the Cleaning Schedule and to complete and sign the Cleaning Schedule when the task has been completed.

General

- To provide supervision to students using the facility's communal spaces, ensuring that they behave appropriately and by encouraging them to keep the area tidy by disposal of litter and used trays etc
- To provide cover for other Catering Assistant duties as required
- To comply with any reasonable requests made by the Catering Manager
- To be flexible and responsive and take on additional responsibilities and duties commensurate with the post, as directed by the Principal / CEO.

Reports to: Catering Manager

Hours: Part Time, Term Time -15 hours per week, Monday to Friday 11.00am until 14.00pm

Salary: Sixth Form Colleges National Pay Spine Point 03 £24,759 (FTE) pro rata to £9,072

Apply by: 12 noon, Monday 27th April 2026

Start date: ASAP

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

Qualifications		
Basic Food Hygiene Certificate - if not already attained, then the ability to undertake and pass this qualification is necessary	✓	
First Aid Appointed Person Certificate or willing to work towards this		✓
Experience / Knowledge / Skills / Abilities		
Experience in a similar role		✓
Excellent customer service skills	✓	
Ability to organise duties and to work to priorities	✓	
Ability to take instructions and to work flexibly as part of a team	✓	
Ability to work well under pressure and maintain a sense of humour and perspective	✓	
To demonstrate a commitment to		
The Colleges values of Positivity, Ambition, Resilience and Thoughtfulness.	✓	
Personal development and training.	✓	
Safeguarding and promoting the welfare of students.	✓	
Equality and diversity.	✓	

HOW TO APPLY:

To apply, please visit:

 <https://www.bsfc.ac.uk/job-vacancies/catering-assistant-9>

Please send your application form to:

 hrdept@bsfc.ac.uk

POSITIVITY

AMBITION

RESILIENCE

THOUGHTFULNESS

GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.