



April 2009

Thank you for your interest in the post in the Catering Department at West Dean College. I have pleasure in enclosing the following:

- Job description and person specification
- Outline terms and conditions of employment

Please submit a detailed CV with a covering letter indicating which post/s you wish to apply for to :

Diana Hill
Human Resources Manager
West Dean College
West Dean
CHICHESTER
West Sussex PO18 0QZ
Tel : 01243 818256

Please include details of two referees.

The closing date for applications is Friday 15 May 2009.

We look forward to receiving your application. If you have any queries regarding the information you have been sent please do not hesitate to contact me on the above number.

Diana Hill
Human Resources Manager

JOB DESCRIPTION

Position	General Assistant
Responsible to	Head Chef/Sous Chef
Main Purpose of Job	To serve food and beverages in an efficient and customer-focused manner

KEY DUTIES & RESPONSIBILITIES

- 1 To work in all areas of the Catering Department serving customers at meal and refreshment times as instructed by the Head Chef or Sous Chef. Areas to include all hot and cold counters, drinks counters, salad and sandwich counters and remote or occasional service points.
- 2 To prepare and set up for service as required, ensuring
 - Cutlery containers, condiments and consumables are in place to accompany all meals,
 - All Beverages to be ready for times of service and ensure adequate refreshments are available throughout each service
 - Replenishment of all items at each beverage station ensuring sufficient stocks of cups, tea bags, sugar, milk, etc.
- 3 Ensure all hot dishes offered are to the correct standards, temperature and are served professionally and in the correct portion size, ensuring familiarisation of the ingredients of the menu choices
- 4 Carry out clearing of tables, disposal of rubbish and cleaning of floors.
- 5 Undertake all cleaning duties relating to the service within the dining room and refectory areas are undertaken in line with food hygiene regulations.
- 6 To assist with stocktaking procedures as and when required.
- 7 To fill and rotate all foods in remote storage areas.
- 8 Carry out all necessary cleaning on beverage and vending machines.
- 9 Ensure that the correct uniform is worn at all times
- 10 Ensure high standards of customer service are maintained at all times.

- 11 Make sure that all working practices comply with the food safety and Health & Safety policies at all times.
- 12 Undertake training as required.
- 13 Any other reasonable duties as requested by the Head Chef/Sous Chef.

This job description is subject to regular review in consultation with the postholder.

PERSON SPECIFICATION

Essential	Desirable
At least one year's experience in a similar position	City and Guilds NVQ 1 / 2 qualification in food service
Excellent customer care skills	
Minimum of basic level Food Hygiene Certificate	
An appreciation of food service	
Willingness to learn	
Ability to work as part of a team	

GENERAL ASSISTANT

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Duties	:	As attached job description
Salary	:	£6.80 per hour Payable monthly in arrears by direct credit transfer
Hours	:	40 hours per week including a variety of shifts: 7.00am – 3.00pm 8.00am - 4.00pm 12.30pm – 8.30pm 5 days a week including weekends and bank holidays
Holidays	:	29 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata)
Meals	:	Lunches in West Dean College at staff rate, currently £3.30
Sickness	:	10 days in any consecutive twelve month period, or longer period at the Foundation's discretion, after six months' continuous service.
Pension	:	Contributory pension scheme