



Job Description

Job Title:	Catering Assistant
Location:	Centre of Sporting Excellence, Zortech Avenue, Kidderminster, DY11 7DY
Salary:	Competitive (16hrs per week min)

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Manage the daily running of the COSE canteen and catering service. The canteen is open 930am – 230pm each day and provides players, staff and students with a range of snacks, drinks and meals.
- Responsible for the purchasing of all stock
- Responsible for cooking and providing a balanced menu in conjunction with KHFC staff to ensure the correct dietary requirements for players.
- Prepare 1st team Pre-Match meals for the away games throughout the season
- Open the canteen for all junior fixtures on a Saturday morning and training evenings during July and August

REPORTS TO:

Chief Operating Officer

MAIN DUTIES:

The post-holder will be expected to:

1. Manage the KHFC Centre of Sporting Excellence Canteen
2. Work closely with the KHFC Academy Manager to enhance the canteen
3. Prepare equipment, ensure relevant equipment is used and ensure safe storage of relevant equipment.
4. Maintain records of kitchen equipment. Health and safety, food hygiene etc
5. To work with current partners for the development of the canteen
6. Responsible for kitchen “deep cleans” when required
7. Plan weekly schedules with KHFC staff for Academy and Junior games as each week differs
8. Hold regular meetings with academic/coaching staff to deal with potential issues or to facilitate new menus.
9. Attend relevant team and departmental meetings.

General

1. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in club staff reviews and development schemes in conjunction with BMet College.
2. Compliance with all club policies and procedures.
3. Comply with all legislative and regulatory requirements.
4. To promote a positive image of KHFC and BMet College.
5. Any other duties commensurate with the level of the post, which may be required from time to time including evening and weekend work.



Person Specification

Job Title:	Catering Assistant
Department	KHFC Academy

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C = Certificate

Qualifications & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Relevant professional qualification (Catering)	A / C
E	Relevant Food Hygiene Certificate	A / C
E	Full clean Driving Licence.	A / C
D	First Aid & Safeguarding Qualifications (Will all be re-done via BMET College on appointment)	A / C
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Experience of working in a catering environment	A / I
D	Experience of working in an educational environment	A / I
E	Experience of serving customers	A / I
E	Experience of liaising with variety of external agencies and working towards a Food Hygiene Rating	A / I
E	Relevant up to date subject knowledge.	A / I
D	Experience of managing volunteers/students	A / I

--	--	--

Skills & Competencies		
----------------------------------	--	--

Essential (E) Desirable (D)	Criteria	Method of assessment
E	A sound understanding of catering skills	I
E	Ability to develop a food plan for the KHFC Football Academy.	I
E	Ability to motivate, inspire and lead a team of staff	I
E	An ability to relate to, and empathise with, players of all ages and backgrounds.	A / I
E	Ability to communicate with a wide range of individuals including players, staff and external organisations.	A / I
E	Excellent front line customer service skills – patience, tact, sensitivity.	A / I
E	Be able to deal with people in a calm and courteous manner.	A / I
E	An ability to work to budgets and handle money	A/I

Behavioural, Values & Ethos		
--	--	--

Essential (E) Desirable (D)	Criteria	Method of assessment
E	Commitment to the club support and promotion of Equality and Diversity .	A / I
E	Committed to child protection and the promotion of a safe environment for children and young people to learn in.	A / I
E	Enthusiasm and confidence in establishing internal and external partnerships	A / I
E	Committed to Professional development	A / I
E	Committed to delivering outstanding performance	A / I