



Catering Assistant

North Devon Campus  
Part-time, permanent

Information for Candidates

# PETROC™

Petroc is one of the South West's leading colleges, committed to raising the aspirations, knowledge and skills of individuals, communities and businesses in Devon and beyond. Operating from three campuses, two in North Devon (Barnstaple) and one in Mid Devon (Tiverton), Petroc reaches out to a large rural community across the whole county.

We provide an exceptional range of further and higher education programmes which, in line with our vision, will equip our communities for the future, economically, socially and culturally.

Our whole community is committed to driving forward educational success in further and higher education and we all strive to raise the aspirations, knowledge and skills of individuals, communities and businesses in Devon and beyond.

We believe in bringing out the very best in people through being open and responsive, stimulating fresh thinking and building both confidence and ambition; and our personality is summarised in our vision 'Raising Aspirations, Realising Potential, Supporting Success'.

Petroc is central to the economic, social and cultural needs of our surrounding communities. Over 10,000 student enrolments take place each year with ages ranging from 14 to 80+ years. With a staff headcount of approximately 900, the college is one of the largest employers in the area. We pride ourselves on our forward thinking, enthusiastic and diverse staff who make Petroc a vibrant and friendly place that is both flexible and supportive for all.

Petroc delivers significant provision across all Education Skills Funding Agency (ESFA) programme areas (except agriculture) in a wide range of academic, vocational, work based, recreational and Higher Educational (in collaboration with the University of Plymouth) subjects.

Our students come from Devon, Cornwall, Somerset, Dorset and, through distance learning, areas far beyond South West England. Strong links are maintained with all schools and community colleges, as well as other institutions, to ensure comprehensive provision for all young people, adults and employers in the area.

With the nearest University 50 miles away, Petroc's Brannams Campus in Barnstaple has seen a very large increase in Higher Education with further HE delivery at the Mid Devon Campus. In total, some 450 people currently study Higher Education at the college, with the majority on Foundation Degree programmes.

In November 2019 The Office for Standards in Education (OFSTED) recognised the achievements of Petroc by grading the college as 'good'.

## **TERMS & CONDITIONS OF EMPLOYMENT**

### **Type**

The advertised post is part time and permanent.

### **Hours of Work**

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Staff will normally work a 37 hour week. The hours for this post are 20 hours per week x 36 weeks per year.

### **Holiday**

This is a term time only position holiday pay is incorporated in to your annual salary

### **Pay**

The salary for this post will be £7,442 per annum (£17,190 FTE).

### **Probationary Period**

As with all Petroc appointments, there will be a 6 month probationary period. This is to provide the opportunity for the line manager to ensure that the employee is on the right track and is progressing in the role as expected. The notice period will be one week during this probationary period.

### **Pension Scheme**

You will automatically join the Local Government Pension Scheme. The contribution that you would make would be 5.5% of your gross salary, with Petroc making a contribution of 14.9% on your behalf.

### **Appraisal**

All Petroc employees are required to take part in the college's Appraisal Scheme. You will be appraised on an annual basis. The appraisal is aimed at establishing work targets and to identifying to each employee's training and development needs. It is not, however, linked to salary, promotional issues or any performance-related pay element.

### **Induction**

All new staff are required to participate in a Staff Induction Programme, Equality, Diversity & Inclusion Training, Health & Safety, Safeguarding and Prevent Training as part of their Contract of Employment.

### **Trade Unions**

You will be entitled to join a union at the college and, indeed you are encouraged to do so by college management. This is because college management consults with staff through a Joint Consultative Committee framework upon which recognised trade unions and/or professional organisations are represented. Recognised unions are UNISON for support staff, UCU and NEU for academic staff and college managers. If you are appointed to the post you are applying for and wish for more information, the Human Resources Office will put you in touch with the appropriate branch representative.

## **Criminal Background Disclosure**

Applicants / Employees are required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that Applicants / Employees do not need to disclose any 'protected' cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**(Failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role)**

**NB DBS Disclosures will be taken up on successful candidates only.**

## **Sick Pay**

Petroc offers its employees the benefit of a sickness allowance when absent due to illness. During the probation period employees are entitled to statutory sick pay. After the probation period the allowance ranges from: Up to 30 days full pay and 61 days half pay during 1st year of service, 61 days full pay and 61 days half pay during 2<sup>nd</sup> years of service, 122 days full pay and 122 days at half pay during 3<sup>rd</sup> year and 152 days full pay and 152 days at half pay during the 4<sup>th</sup> and 5<sup>th</sup> year. After 5th year of service 183 days full pay and 183 days at half pay.

## **ID Badges**

Photo ID badges are issued to all staff on appointment and can be used for photocopying and library borrowing as well as for identification purposes. It is a requirement that all staff wear their badges whilst on any college premises.



**CATERING ASSISTANT**  
**Based at North Devon Campus**  
**Part time, term time only 20 hours x 36 weeks**

<b>Scale :</b>	<b>SC2</b>
<b>Salary :</b>	<b>£7,442 (FTE £17,190)</b>
<b>Hours of Work :</b>	<b>20 hours per week x 36 weeks per year</b>
<b>Responsible To :</b>	<b>Catering and Hospitality Manager</b>
<b>Date of Job Description :</b>	<b>JULY 2021</b>

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate on the application form details of their disability.

**MAIN FUNCTION OF THE JOB**

- Working in liaison with other Catering Assistants, for the day to day service operation of busy food outlet in accordance with Petroc policies.
- The post holder will assist in ensuring that high standards of customer service are maintained in any area they work.

**MAIN DUTIES AND RESPONSIBILITIES**

- Maintain a high standard of personal presentation and hygiene and wearing of staff uniform provided whilst on duty.
- cook and prepare basic food items, prepare sandwiches and salads and paninis for the Costa cafe always following strict hygiene regulations.
- Accept and check deliveries and stores appropriately and ensure the security of stock.
- Report any stock delivery shortage immediately to the Manager.
- Ensure portion control and hygiene procedures are adhered to at all times.
- Keeping all catering areas clean and presentable.

- Operate a cash register in the Costa café and provide counter services, preparing drinks and other items as required to the standard required, always ensuring effective customer service.
- Undertake food production following all principles of HACCP.
- Prepare and deliver Hospitality trays if required.
- To follow strict cleaning schedules daily in the catering area you are in.
- To attend regular training and meetings as deemed appropriate to the job role outside of normal working hours.

In addition to the above duties the post holder may be asked to undertake other duties in the event of staff illness or extraordinary workload in any of the commercial services.

### **PERSON SPECIFICATION**

**Candidates will be judged according to the degree with which they meet the following Person Specification:**

- NVQ2 in Food Services or willing to work towards
- Basic Food Hygiene
- Good communication/interpersonal skills
- A positive approach to customer service
- A good standard of numeracy and literacy is required
- Experience in a catering discipline background
- To be hardworking, enthusiastic and capable of working as a member of a team, or on own initiative
- Flexible approach and adaptable to changing environments and circumstances.

If you do not currently hold a Level 2 qualification you will be required to enrol on and complete a course appropriate to your job role to enable you to achieve this minimum standard.

### **GENERAL REQUIREMENTS**

All staff at Petroc must comply with equalities legislation and Ofsted requirements as stated in the Education Inspection Framework (EIF) by advancing equality of opportunity, fostering good relations between different groups of people, eliminating discrimination, harassment and victimisation, recognising diversity and embedding equality and inclusion in their work.

You are required to have or obtain knowledge and understanding of your responsibility for promoting and safeguarding the welfare of children and young people that you are responsible for, or come into contact with which includes the Prevent Duty.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined above.

### **APPLICATION**

**All positions are subject to the completion of an Enhanced DBS Disclosure**  
**Completed applications should be returned to [staffrecruitment@petroc.ac.uk](mailto:staffrecruitment@petroc.ac.uk) or to the**  
**Human Resources Office, Petroc, Old Sticklepath Hill, Barnstaple, Devon, EX31 2BQ**  
**by no later than the closing date listed on the vacancy page of Petroc's website.**

**Applications received after this deadline will not be accepted.**

**If you have not been called for interview within two weeks of the closing date for this post, you should assume that you have not been successful**