



**Warrington  
& Vale Royal  
College**

**Our mission is: 'Realising potential, transforming lives'**

## **JOB DESCRIPTION**

**Job Title:** Catering Assistant

**Responsible to:** Catering Manager

**Accountable to:** Director of Estates

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### **Job purpose**

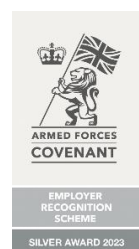
To deliver a high-quality catering service to students and staff.

To undertake operations connected with the organisation, preparation and serving of meals including associated cleaning duties.

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### **Key responsibilities**

- Presentation of food and beverages, in accordance with menus and specified standards.
- Transporting and serving or organising the service of meals to students, staff, visitors and all other customers of the Hospitality and Catering Department.
- Preparation for function menus.
- Safe operation of all catering equipment e.g. dishwashers, fridges etc.
- Cleaning of catering equipment/furniture and areas of the Department including staff cloakroom as required.



- Ensuring that customers are treated with courtesy at all times.
- Maintenance of a safe and hygienic work environment.
- Day to day supervision of trainees and apprentices as required.
- Attendance at team meetings and 1-2-1 reviews.
- Cash handling, i.e. tills.

### **Professional Standards**

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

### **Responsibilities common to all Staff**

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.



- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

## Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

## Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

## Our College values are:

**We put our students and customers first** - prioritising students and their learning and progress, realising their potential, delighting our customers

**We recognise that people are our greatest asset** – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

**We pursue excellence in all we do** - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

**We embrace change** - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

**We collaborate and work in partnership with others** - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.



**We operate sustainably, ethically and responsibly** - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

**We are guided by the principles of sound financial stewardship and operational efficiency** - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



## PERSON SPECIFICATION

### Qualifications

- Maths and English Level 2
- Food Hygiene certificate

Desirable:

- BTEC or NVQ equivalent in a catering related subject

### Experience and knowledge

- Understanding of customer service
- Previous experience in a large-scale catering environment
- Food Service
- Function catering
- Interest in the welfare of young people

Desirable:

- Menu costing

### Skills and abilities

- Attention to detail
- Flexible attitude
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults

Updated January 2026

