

Job Description

Job Title:	L2 Apprentice Hospitality Team Member
Location:	Printworks Campus Leeds City College
Salary:	Apprentice salary
Reports to:	Restaurant manager
Staff responsibilities:	Food & customer service
Working hours:	37 FTE
Probation period:	6 Months subject to periodic reviews
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	May 2020

CORE RESPONSIBILITIES:

- To work effectively within a team
- To promote the values of the college
- To promote a can do, welcoming and professional attitude

DEPARTMENTAL RESPONSIBILITIES:

- To support the professional delivery of the food and beverage service, to all customers.
- Serve customers professionally and politely
- Take payments from customers and operate a till
- To maintain all areas including front of House, bar and wash up areas to a high standard
- Ensure a safe working environment to meet Health and Safety policies
- Ensure a hygienic working environment to meet all Food Hygiene requirements
- Able to work occasional evening and weekend to support on functions and events
- Mentor and work with Catering Students

GROUP/COLLEGE RESPONSIBILITIES:

Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes.

Comply with group safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of Luminate Education Group.

Embody the values:

- Aspirational with heart
- Down to earth with huge ambition
- High performing with soul
- Everyone together, while championing the individual

Any other duties commensurate with the level of the post, which may be required from time to time.

Person Specification

Job Title:	L2 Apprentice Deli & Front of House Assistant
Department	Retail operations

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, MT = Micro Teach

Qualifications & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
(D)	Q1. English and Mathematics at level 2 or above	A/C
(D)	Q2. Relevant professional level 1 qualification	A/C
(D)	Q3. Basic Food Hygiene Certificate	A/C
(E)	Q4 Willingness to work towards and achieve any job related / specialist qualification.	A/C
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
(D)	EK1. Experience and knowledge of working within the Hospitality Sector	A
(D)	EK2. Experience of dealing/ serving with customers	A/I

(D)	EK3. Experience of working positively with young people and adults	A/I
(D)	EK4. Experience or willingness to operating a Barista Coffee Machine	A/I
(D)	EK5. Ability to follow food hygiene systems and monitor due diligence records	A/I
Skills & Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
(E)	SC1. Flexible and Adaptable Able to demonstrate a flexible and adaptable approach to work pattern with evening and weekend work throughout the year	A/I
Behavioural, Values & Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I