**Catering Technician**

**Part Time (18.75 hours), Term Time only (36 weeks)**

**£9,912 to £10,394 p.a (actual salary)**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

We are looking for a highly motivated individual to fill this Term time only position of Technicianwithin the Catering department at Nescot College. School Friendly Hours can be discussed. September start.

**What we are looking for:**

* Experience of working within a professional catering environment
* A flexible approach to work
* Be able to work both independently and in our small team, and be tidy and able to organise and prioritise tasks.

**Duties/responsibilities:**

* Support our existing Technician, Chef-Lecturers, and our Practical Instructors, with the preparation and maintenance of these areas for practical demonstrations and cookery sessions
* Adherence to department cleaning protocols and health & hygiene processes and procedures
* Taking receipt of deliveries,
* Support of the teaching team during service in the restaurant on occasional evenings.
* May also be responsible for supervising and supporting work experience students

The department is centred around state-of-the-art professional catering kitchens and the on-site restaurant. Nescot is a college of FE and HE learning and so a wide range of students utilise the facilities to learn and develop practical skills for working within the industry.

Applicants must be able to commit to a mix of day and some early evening working on occasion but no late shifts as the restaurant is currently only open during the day and in the early evening.

**Benefits:**

* A discounted on-site gym, Starbucks, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station, Free parking on-site
* Free online qualifications
* Blue Light discount

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. At Nescot, we’re proud of our inclusive culture and we welcome all applications.  *This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is 11 May 2025**

**Interviews will be held- 23 May 2025**

*We reserve the right to close this vacancy earlier where necessary*

**Job Description**

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| **Position Details:** | |
| **Title:** | Catering Technician |
| **Department:** | Catering |
| **Fraction:** | 18.75 hours, TTO (36 weeks), |
| **Status:** | Permanent |
| **Grade:** | NEL Grade 3 |
| **Child/Vulnerable Adult Contact:** | Yes |
| **Reporting / Department Details:** | |
| **Responsible to:** | Curriculum Manager |

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| **Job Purpose:** |
| Prepare for and assist with practical teaching sessions and be responsible for the Department’s practical teaching areas and equipment. |

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| **Main Duties and Tasks:** |
| * Monitor and maintain levels of stock; liaise with lecturers and assist with the ordering and checking of deliveries of classroom materials, cookery ingredients etc. as appropriate. Do any necessary shopping as required. Do any necessary online orders when requested. * Care for and maintain practical equipment and teaching areas. * Adhere to all department health and safety/food safety and hygiene protocols * Prepare for practical demonstrations and classes or restaurant sessions. * Assist lecturers or Practical-Instructor in the smooth running of practical classes and restaurant service. Ensure equipment and kitchens are cleared and clean after practical sessions. * Have an understanding of the system used in collecting and recording money from classroom sales and paying money into Finance on the same day. * Ensure equipment and facilities are maintained in accordance with Health and Safety requirements and notify line manager or Course Leader of any concerns. * Take responsibility for ensuring that appropriate personal protection equipment is available at all times. |

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| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** | | | | |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding.  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | | | | | |
| **Annual Leave and Hours of Work:** | | | | |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HOC Date: April 25  UPDATED BY: HR Date: April 25 | | | | |
| **Person Specification – Catering Technician** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of working collaboratively with a wide range of people of all ages and levels of skill  Experience in a professional Kitchen | I  I |  |  |
| **Skills and Abilities** | Able to work independently and on own initiative  Able to communicate effectively with students.  Ability to work in a pressured environment  Flexible approach to work areas.  Able to supervise work experience students  Able to work some evenings  Able to confidently use basic word processing software and simple spreadsheets | I  A/I  A/I  A/I  A/I  A/I  A/I | Able to work some evenings | A/I |

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| **Qualifications** | GCSE level 4 or equivalent in maths and English  L2 Food Safety qualification (or wiling to work towards) | | | A  A/I | Recognised qualification in food preparation | | A |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |