

JOB DESCRIPTION - LUNCHTIME SUPERVISOR

Hours: 12.5 hours a week (12.30 pm - 3.00 pm each day, term time + 1 week)
Scale 1 – £8.50 hourly

We are seeking two reliable and conscientious new colleagues to undertake the duties outlined in the following job description.

Responsible to:

- Catering Manager
- Assistant Catering Manager

Main Purpose

Monitoring of students, setting up and clearing of table in the dining areas.

Specific Duties

- Supervise students and monitor door and dining areas.
- Wipe table tops in dining areas.
- Sweep and mop the floor.
- Empty rubbish bins and replace with clean bags.
- Take rubbish to skip along with kitchen rubbish.
- Help in kitchen and on tills.
- Awareness and use of college fire precautions and first aid procedures.
- Any other reasonable duties deemed necessary to meet the needs of the service.

Skills/Knowledge for the Job

- Ability to communicate well with staff, students and colleagues.
- Sensitivity to the needs of customers.

Responsibilities

- To the Catering Manager as Line Manager.
- To students, staff and visitors as customers.
- To each other and any authorised user of the building under Health and Safety legislation.
- To lead and co-operate as a member of a team.
- To customers and the Governing Body for the hygiene and safety of food produced and served.

Initiative and Effort

While the nature of the work may be routine, the ability to organise and use initiative is essential. The position requires mental concentration to ensure all jobs are completed to meet all Health and Safety regulations.

Working Conditions

The job involves supervising students who can be very noisy; care will be needed in handling certain situations. There will be occasional lifting of heavy objects. Duties will necessitate standing for long periods of time and working to a time schedule. Nevertheless these are compensated by the sense of satisfaction derived from the challenge of providing an excellent and valued service.

1. Application form.
2. The closing date for the receipt of applications is Tuesday 29th January 2019, 9:00 am.