



BRADFIELD COLLEGE

Job Description

Job Title: Customer Service Assistant	
Reports to: Catering Manager	
Location: Bradfield College	Department: Catering
Main Duties: To be part of the team delivering breakfast, lunch and dinner and ensuring the smooth running of the day to day catering operation, which includes cleaning all work areas during and after use and removing of all waste to the appropriate areas. To receive stock, store and check for quality and quantity, ensuring all stock is dated and rotated. Complying with relevant food safety and health and safety requirements both at Bradfield College or St Andrew's Berkshire.	
Financial Management: Identifies ways to reduce business costs or improve business efficiency.	
Training and Development: Identifies opportunities for continuing professional development to ensure skills and knowledge are up to date. Undertakes mandatory training required for the role, e.g. Safeguarding Children, Health & Safety, Food Hygiene.	
Relationship Management: Establishes and maintains effective professional relationships with colleagues. Supports and enables own and colleagues' performance management. Able to demonstrate professional behaviours and college values. Ability to work as part of a team and independently. Assist other members of staff to achieve department goals.	
General: Ability to communicate effectively, both verbally and written to a wide range of audiences at all levels. Flexibility to travel between sites (Bradfield and St Andrews) if required. Ability to work effectively under pressure and adapt to changing priorities. To report health and safety issues to your line manager, including all accidents and near misses.	
Qualifications and experience required for this role: Experience within a similar role preferred but not essential. Food hygiene level 2 preferred, but not essential as full training will be provided.	
<i>This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.</i>	