

# Ruskin Mill Trust (the Trust)

## Job Description

<b>Position:</b>	Café Assistant
<b>Post Reference No:</b>	RMT10083
<b>Field of Practice:</b>	Biodynamic Ecology (Field 3)
<b>Grade:</b>	2
<b>Responsible to:</b>	Café Manager or other designated person
<b>Location:</b>	Argent College, Coleg Plas Dwbl, Freeman College, Glasshouse College, Ruskin Mill College

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### Job Purpose

To work as part of a team to provide support and assistance to the cafe team, by undertaking cleaning, washing dishes, setting tables as appropriate, food preparation, and maintaining the catering areas in a clean manner.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working will be required.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

### Main Duties

1. Basic preparation of food and simple cooking.
2. The serving of meals ensuring correct portion control and presentation.
3. Cleaning of the kitchen, its surrounds and equipment.

4. To undertake general kitchen duties e.g. washing up.
5. Preparation of the dining area, including the erection and dismantling of dining furniture.
6. To undertake the cleaning of dining furniture.
7. To ensure food hygiene and health and safety regulations are adhered to at all times.
4. To dress appropriately.
5. As required handle money within the catering area.
6. To carry out other tasks as required and to work with students under the supervision of more senior members of staff.
7. To comply with the Trust's Manual Handling Policy and Practice.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To deliver training or development opportunities as required.
8. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
9. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
10. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.

14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Café Assistant has no direct staff responsibility.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

## Person Specification

<b>Job Title: Café Assistant</b>  <b>Field of Practice: Biodynamic Ecology (Field 3)</b>			
	Essential	Desirable	How assessed
<b>Qualifications or training</b> Current Food Hygiene training		✓	AF / I / QC
<b>Experience</b> Experience of working successfully in a similar, medium-large, complex organisation Experience of working in an education or other public sector environment Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines Experience of working in a café or other social enterprise function Experience of working in a similar physically demanding role	✓ ✓ ✓	✓ ✓	AF / I / R AF / I / R  AF / I / R AF / I / R AF / I
<b>Knowledge</b> Computer literate with sound working knowledge of Microsoft Office applications; Outlook, Word and Excel in particular		✓	AF / I / OT
<b>Skills and Abilities</b> Good interpersonal skills in order to form cohesive working partnerships with the catering Team Excellent verbal communication skills Excellent organisational and co-ordination skills to prioritise and complete projects in order of urgency Proven ability to demonstrate a systematic and meticulous approach towards following guidelines Proven ability to quickly familiarise with new machinery and tools Ability to act with intent to prolong the life of equipment and materials, ensuring due care and attention is paid to correct usage and storage Ability to demonstrate openness and an eagerness to complete projects as instructed at short notice	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓    ✓  ✓	AF / I AF / I  AF / I / R  AF / I AF / I  AF / I / R AF / I
<b>Personal Qualities</b> Willingness to understand anthroposophy Willingness to embrace, articulate and work with the Trust's objectives, vision, and values Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults Commitment to the promotion of the Trust's ethos Ability to manage and interact with others in a supportive and participative manner A commitment to ensuring equality of opportunity with the ability to promote diversity in relation to both staff and students Flexibility and adaptability to changing situations Ability to demonstrate empathy, listening skills and tolerance Commitment to Health and Safety good practice on work and within learning environments	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	I  AF / I / R  AF / I AF / I  AF / I AF / I AF / I AF / I

Commitment to completing all projects and assignments to the highest possible standards	✓		AF / I
Efficiency	✓		AF / I
Persistence and determination	✓		AF / I
Sense of humour	✓	✓	I
Ability to communicate with people from different backgrounds	✓		I
Innovation; able to envisage multiple new ideas and solutions to problems	✓		I
Foresight and vision in terms of construction	✓		I
Intent to comply with the Trust's Manual Handling policy and practice			
<b>Other qualities</b>			
Commitment to Continued Professional Development	✓		AF / I
Proactive approach to work	✓		AF / I
Strong commitment to customer service	✓		AF / I
Flexible approach to working additional hours including evenings and weekends whenever necessary	✓		AF / I
Willingness to travel to fulfil duties on an occasional basis	✓		AF / I
Current full UK driving licence and use of own car or willingness to travel by public transport	✓		AF / I

AF = Application Form, I = Interview, T = Test, R = Reference

OT = Occupational Test, CQ = Certificate of Qualification