

Westminster Kingsway College Job Description and Person Specification

Post:	Young Chef/Baker Assistant
Contract:	HPS
Hours:	7 hours per week on planned dates
Reporting to:	Head of School for Hospitality & Culinary Arts
Responsible for:	N/A
Grade:	Spine point 13
Salary:	£11.90 per hour

Key Purpose

The College is seeking to appoint an individual who can support its existing team of dedicated Culinary Arts and Hospitality Lecturers. The ideal candidate will be a current learner on the Professional Chef Diploma course. They should be well organised and confident in support young learners within the kitchen environment

Main Duties and Responsibilities

Summary: -

The postholder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of postholder and the College, duties may be rotated from time to time.

1. Assist in the delivery of the Young Chef/Baker courses run on Saturdays.
2. Support the lecturer in all aspects of the smooth running of the courses on the Saturday only.
3. Communicate effectively with the staff members.
4. Commit to attendance on the Saturdays as required and outlined in the course plan.

The post holder will also be expected to

1. demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
2. demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the college;
3. abide by the college's data protection policy.

Other duties

You will be responsible for the compliance with all aspects of legislation and good practice relating to health and safety in the areas you are working in.

The scope of this profile reflects the needs of the college at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the college change over time.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.
- Ensure equality, diversity and inclusion are actively promoted and advanced as part of this role within the Group

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment.

