

Post Title	Catering Technician
Location	Craven College, Skipton (Multi Site)
Rate of pay	Craven College Harmonised Pay Scale
Hours	37 hours per week (38 working weeks, paid for 43 weeks)
Responsible to	Head of Department
Special Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which the post will become permanent</p> <p>A full enhanced disclosure via the Disclosure and Barring Service (DBS) will be required for this post</p>
Closing Date	Sunday 28 September 2025
Interview Date	TBC
Post No.	B254

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. However please feel free to apply for futures roles as appropriate

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To assist in the preparation of materials and ingredients for classes. To prepare and clean kitchens in readiness for classes and demonstrations. To sell food products in the Catering shop. To operate an efficient ordering system and liaison with catering team.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To check-in and store deliveries and deal with delivery discrepancies;
- To issue ingredients from stores complying with stock regulations/stock control;
- To clear away after practical classes;
- To keep records in line with environmental health procedures, for example fridge temperature control;
- To identify the necessary food and sundry requirements, collate weekly food / sundry orders, and place orders with the appropriate suppliers;
- To clean kitchen areas and undertake and adhere to cleaning schedule;
- Liaise with Head of Department with regard to catering no pay budget and reconciliation of petty cash;
- To have an efficient ordering system;
- To carry out laundry duties;
- To follow college procedure in the reporting of faulty equipment and following up;
- Efficient stock control of none food items;
- To source ingredients locally to ensure cost effectiveness and to use appropriate and approved suppliers;
- To assist and work in commercial kitchen and service area when required;
- You will be expected to be fully conversant with the college's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and safeguarding of all learners and staff;

- To play an active role in the College's appraisal scheme and staff development programme in line with the needs of the College;
 - Any other duties commensurate with grade and status that may reasonably be expected.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and Maths (or willing to work towards completion within a specified time frame)
 - To be honest, trustworthy and reliable;
 - Have good personal hygiene;
 - Ability to work with others as part of a team;
 - Have basic food preparation skills;
 - Health & Safety / security conscious;
 - Have good customer service skills;
 - Have basic numeracy skills;
 - Good interpersonal skills.
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DESIRABLE REQUIREMENTS

- Minimum of level 2 relevant vocational qualification;
 - Experience of working in the Catering Industry;
 - Food Hygiene Certificate;
 - Experience of working with a cash register;
 - Experience of stock control / ordering.
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