

## JOB DESCRIPTION

<b>Job Title:</b> Learning Assistant (Beechtree Restaurant)		<b>Grading:</b> 14-17
<b>Directorate:</b>		<b>Reference:</b>
<b>Job Objectives:</b> <ol style="list-style-type: none"> <li>1. To oversee activities in relation to the operation of the Beechtree Restaurant</li> <li>2. To support teaching staff in Curriculum Delivery</li> <li>3. To provide technical support to staff and students.</li> <li>4. To ensure the maintenance of a safe and hygienic working, teaching and assessing environment.</li> <li>5. To participate in staff development activities.</li> <li>6. To carry out other duties that may be required from time to time by the Assistant Director or her/his representative.</li> </ol>		
<b>Reporting to:</b> Assistant Director of Curriculum & Quality		
<b>Reporting to the position:</b> None		
<b>Interface with:</b> College staff, general public; students and clients; prospective staff, students and clients; staff, students and clients of external agencies.		
<b>Approved by:</b>		<b>Date:</b>
<b>Signature of Post Holder:</b>		<b>Date:</b>

## **Duties and Responsibilities:**

1. To oversee activities in relation to the operation of the Beechtree Restaurant
  - a. To assist in the planning of marketing the facility and participate in promotional events.
  - b. To ensure high standards of cleanliness and hygiene are maintained.
  - c. To set and maintain the highest standards of customer care.
  - d. To liaise with internal and external customers in respect of requests for hospitality within the facility.
  - e. To ensure the appropriate procedures for cash handling are followed.
2. To support teaching staff in curriculum delivery.
  - a. To undertake demonstrations and tutorials with students in practical situations as required.
  - b. To record students progress and achievement as and when required
  - c. To supervise students in a learning environment as required.
3. To provide technical support to staff and students
  - a. To maintain, service, clean and repair tools, materials and equipment as appropriate and to produce maintenance plans for such equipment.
  - b. To prepare materials and equipment for classes as required.
  - c. To maintain, control and order stock including, where appropriate, pricing and cash handling activities.
  - d. To monitor equipment storage and security.
  - e. To monitor equipment/consumable material/bar stock storage and security
  - f. To arrange for testing and repair of equipment in liaison with contractors if required.
  - g. To assist in the preparation of the learning and assessing environment undertaking safety and cleaning activities in accordance with the relevant Hygiene and Safety Regulations.
4. To ensure the maintenance of a safe and hygienic working, teaching and assessing environment.
  - a. To ensure a safe environment and working practices by all in practical areas including carrying out monthly Health and Safety Hazard checks and completing risk assessments.
  - b. To ensure compliance with actions identified to ensure safety.
5. To participate in staff development activities.
  - a. To maintain the required knowledge in relevant subject areas and undertake programmes of development.
  - b. To participate in the College's Staff Review Scheme.

4. To carry out other duties that may be required from time to time by the Assistant Director or her/his representative.