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Programme: Cert HE Business Skills for the Workplace

Module: Employability and Career Development

Module code: LCLM4005

Assignment Title: Selection of in-class tasks

Task 1: Comparison of Catering Job Adverts

For this task, four catering and food assistant job adverts were selected and compared. All four roles are based in school or workplace catering environments. The selected roles are: School Food Service Assistant, Catering Assistant (Primary School), Kitchen Assistant, and Food Service Assistant (Contract Catering).

Across all four job adverts, several common skills and knowledge areas were clearly identified. One of the most important skills mentioned in every advert is food preparation and service. Employers expect staff to help prepare meals, serve food to customers or pupils, and support smooth meal service. This shows that practical kitchen skills are essential for catering roles.

Another key skill found in all four adverts is knowledge of food hygiene and safety. Each job advert refers to following food safety rules, maintaining cleanliness, and preventing cross-contamination. Most adverts ask for a Food Hygiene Level 2 certificate, or a willingness to complete the training. This highlights how important hygiene and safety are in catering environments, especially in schools.

Teamwork and communication skills are also common across the adverts. Catering assistants are expected to work closely with kitchen staff, supervisors, and sometimes teachers. Clear communication is important to follow instructions, manage busy periods, and provide good service.

In addition, all four adverts mention cleaning duties, such as washing dishes, cleaning surfaces, and keeping dining areas tidy. This shows that catering roles involve both food service and cleaning responsibilities.

Finally, time management and reliability are frequently mentioned. Employers look for staff who can work efficiently during busy lunch periods, arrive on time, and follow routines.

In summary, the four job adverts show that catering and food assistant roles require strong practical skills, good hygiene knowledge, teamwork, communication, and reliability. These shared requirements reflect the key expectations of employers in the catering sector.

Task 2: Self-Assessment and Evidence of Readiness

Self-Assessment Using SWOT Analysis

To understand my employability skills and areas for development, I completed a SWOT analysis. This helped me identify my strengths, weaknesses, opportunities, and threats in relation to catering and food service work.

Strengths

One of my main strengths is my practical experience in catering and cleaning roles. I have worked as a Catering Assistant in several primary schools, where I prepare and serve meals, supervise lunchtime service, and maintain high hygiene standards. This shows that I can work in fast-paced environments and follow food safety rules.

Another strength is my strong teamwork and communication skills. I work closely with kitchen staff, supervisors, teachers, and pupils, which requires clear communication and cooperation. I am also reliable and punctual, which is very important in catering roles with fixed service times.

In addition, my experience as a parent and childcare assistant has helped me develop patience, responsibility, and care, especially when working with children.

Weaknesses

One of my weaknesses is that I do not currently hold a Food Hygiene Level 2 certificate, although I am willing to complete this qualification. I also feel that I could improve my confidence in using different commercial kitchen equipment, as some equipment varies between workplaces.

Opportunities

There are many opportunities available to help me develop further. Completing the Food Hygiene Level 2 qualification will strengthen my knowledge and improve my employability. Gaining more experience across different school and contract catering settings will also help me learn new skills and increase my confidence. Feedback from supervisors and training courses can support my personal and professional development.

Threats

A possible threat is competition from other candidates who already have formal qualifications. Changes in school funding or reduced catering hours may also affect job availability. However, my experience and flexibility help reduce these risks.

Evidence of Readiness for Employability

I can clearly demonstrate my readiness for employment through my work experience and skills. My current role as a Catering Assistant shows that I understand food preparation, hygiene, cleaning routines, and teamwork. I have also worked in customer service at Tesco, where I developed organisational skills, multitasking ability, and professional behaviour.

My experience as a Cleaner strengthened my attention to detail and time management, which are essential in food safety and hygiene. In addition, working in a Montessori school

and raising a family has helped me build strong interpersonal skills, responsibility, and reliability.

Overall, my experience, skills, and willingness to learn show that I am well-prepared for continued employment and personal development in the catering sector.

Task 3: Employment Goals and Personal Development Plan

Based on the weaknesses identified in my SWOT analysis, I have set clear short-term and long-term employment goals. These goals are important because they help me improve my skills, increase my confidence, and support my long-term career in catering and food service work.

Employment Goals

Short-term goals (within 6–12 months)

My first short-term goal is to achieve a Food Hygiene Level 2 qualification. This qualification is required in most catering and food assistant roles and is essential for understanding food safety, hygiene, and allergen control. Completing this course will help me work more confidently and safely in a kitchen environment.

Another short-term goal is to improve my confidence when using different commercial kitchen equipment. While I already have catering experience, equipment can vary between workplaces. Gaining more experience and training will help me work more independently and efficiently during busy service times.

I also aim to continue working in school catering environments, as this suits my skills, experience, and availability. School catering allows me to build stable experience while working with children in a safe and structured setting.

Long-term goals (1–3 years)

My long-term goal is to secure a permanent catering assistant role within a school or contract catering company. Having a permanent role will provide job security and opportunities for further training.

In the future, I would like to progress to a senior catering assistant or supervisory role. In this position, I would like to support new staff, help organise kitchen tasks, and ensure high standards of hygiene and customer service are maintained. These goals match my experience, strong work ethic, and interest in helping others.

Personal Development Plan (PDP)

To achieve these goals, I have created a Personal Development Plan with clear actions, timelines, resources, and ways to measure progress.

Action 1: Complete Food Hygiene Level 2

- Action: Enrol in an accredited Food Hygiene Level 2 course
- Timeline: Within 3 months
- Resources: Online training providers and employer support
- Measurement: Successful completion of the course and certificate obtained

Action 2: Develop kitchen equipment skills

- Action: Ask supervisors for training and observe experienced colleagues
- Timeline: Over the next 6 months
- Resources: Workplace training and daily practice
- Measurement: Ability to use equipment safely and confidently without supervision

Action 3: Improve communication and teamwork skills

- Action: Support colleagues during busy periods and communicate clearly with supervisors
- Timeline: Ongoing
- Resources: Feedback from colleagues and managers
- Measurement: Positive feedback and increased responsibility

Action 4: Plan career progression

- Action: Apply for permanent or senior catering roles
- Timeline: Within 1–3 years
- Resources: Updated CV, job adverts, and references
- Measurement: Securing a higher-level catering position

Reviewing Progress

I will review my progress every six months by reflecting on feedback, completed training, and new responsibilities. This plan will help me improve my skills, confidence, and long-term employability in the catering sector.