



FELSTED SCHOOL JOB DESCRIPTION

Stores and Delivery Assistant

The Role

Accountable to: Catering Manager (in conjunction with the Deputy Catering Manager and Head Chef)

Accountable for: None

To support the Catering team with the preparation of kitchen equipment including the day-to-day running of a busy Boarding School kitchen. Duties include overseeing the incoming of deliveries and the storing of orders, domestic duties and the timely delivery of food and supplies to the Boarding Houses.

Role Responsibilities (illustrative, not exhaustive, list):

- To ensure the delivery of food and the preparation of equipment for internal orders around the school campus
- Responsible for the delivery of food and supplies to the Boarding Houses
- Responsible for receipt of deliveries and the storing of orders, ensuring the correct temperatures are recorded and stock rotation is routinely carried out
- To ensure the bin areas and yard are tidy and accessible at all times
- To assist and support the Catering team when needed
- To promote good working relationships with colleagues and a positive company image through providing excellent customer service to our customers
- To undertake occasional duties outside the normal routine but within the scope of the position and the departments activities
- To report complaints and compliments
- To attend to, and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or reports
- To attend meetings and training courses as requested
- To ensure all legal and Health and Safety practices are followed at all times
- Any other ad-hoc duties as reasonably requested by the Head Chef and Senior Catering Manager

Skills, Knowledge and Experience

Essential:

1. Holder of a full UK Driving Licence
2. Positive 'can-do' attitude towards customer service
3. An interest in this type of work within a catering environment
4. Ability to work independently and work well with others
5. Able to build and maintain positive working relationships with internal and external customers
6. Willingness to attend any necessary training, i.e. First Aid training
7. Awareness of site health and safety - including manual handling, working at height, Personal Protective Equipment and the safety of others.
8. Understand and commit to the Safeguarding of Children

Desirable:

9. Previous experience of working within a similar role
10. Previously worked within a school environment.

Reward and Recognition

- Annual leave entitlement of 20 days plus Bank Holidays
- Employer and employee contributory Pension scheme (matched contribution at 4%)
- Free life insurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Fixed Term contract (Up to 1 year Maternity Cover)
- All year-round (52 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Working five days per week Monday to Friday
- Working 40 hours per week from 7 am to 3pm
- Starting salary of £26,436.80 per annum

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.