



Felsted

FELSTED SCHOOL JOB DESCRIPTION Food Service Assistant

The Role

Accountable to: Catering Supervisor (Prep School) through to the Assistant Catering Manager

The role of a Food Service Assistant is to work with the Assistant Catering Manager and Catering Supervisor in the day-to-day operational duties associated with a kitchen environment. These duties will include washing up, clearing away, wiping down surfaces, serving pupils and staff during the lunchtime period and cleaning floors.

Role Responsibilities (illustrative, not exhaustive, list):

- To wash up using the industrial dishwasher on a rota basis
- To ensure the kitchen and dining room areas are clear, clean and tidy after the lunchtime service
- To be aware of customers (i.e. pupils) dietary requirements (nut, dairy or wheat allergies)
- When plating food on the servery, ensuring food is presented and served in the correct and consistent manner
- To clear away plates/trolleys throughout the lunchtime service and wash (on a rota basis)
- To work as part of a team after the service in the clearing away, washing up, wiping down etc of kitchen equipment, cutlery, plates etc
- To ensure that legal and company regulations regarding hygiene, health and safety are complied with
- To promote a friendly working relationship with colleagues
- To promote a good company image to customers and have a positive 'can do' attitude towards customer service
- To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities
- To assist at School events and functions, some of which may occur outside normal working hours
- To report any complaint or compliment and take action if at all possible
- To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible
- To attend meetings and courses when required
- Any other reasonable ad-hoc duties as requested.

Skills, Knowledge and Experience

Essential:

1. Positive 'can-do' attitude towards customer service and the catering industry
2. Able to work under pressure in a busy environment while remaining professional and calm
3. Good timekeeping and communication skills
4. Flexible approach to work in a busy School
5. Able to work on own initiative and work well with other
6. Promote positive working relationships
7. Understand and commit to the Safeguarding of Children

Desirable:

8. Previous experience of working in a busy front of house role
9. Hold an NVQ Level 2 in food preparation and cooking or hold an equivalent qualification
10. Previous experience of working in an educational environment.

Reward and Recognition

- Employer and employee contributory Pension scheme (matched contribution at 4%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free uniform
- 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

- Permanent
- Uniform provided
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL

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.

Signed: _____ Date: _____

Name: _____