

JOB DESCRIPTION

Casual Catering Assistant



HARROW
SCHOOL

DEPARTMENT	Catering
REPORTS TO	Catering Manager
RESPONSIBLE FOR	N/A
WORKING PATTERN	Flexible shifts (your employment contract will give full details)
ISSUE/REVISION DATE	May 2021

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 300-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 300 support staff.

Our busy self-operated Catering Department feeds a 1000 boys and staff daily. Meals are served in a Central Dining Hall and in an exclusive Masters' Dining Room. The School also caters for conference facilities, large dinner parties and wedding Receptions.

THE ROLE

The Catering Assistant will operate the dishwasher, maintain standards of cleanliness in the kitchen and School dining hall, and will serve food from the kitchen to staff and boys.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

- To serve food to the boys, masters, staff and any other persons from the kitchen servery in the School's dining hall.
- To adhere to a standard of cleaning that will be set by the Dining Hall Supervisor. This is to include cleaning of all the furniture and equipment that is housed in the dining area including tables, chairs, food counters, salad counters, coffee, milk and juice machines.
- To follow daily instructions, programme menu boards, read and understand the set requirements for all daily and special requests. Liaise and communicate with supervisors and other team members.
- To assist a small team in the operation of a large flight dishwasher washing all items of equipment from the Dining Hall and cooking equipment from the kitchen.
- Responsible for the removal of all rubbish from the work area after the shift has been completed.
- At times, some heavy work is involved in this role in the removal of benches and tables to other areas of the dining hall when special events take place.
- To assist at functions and special school events according to the School and HSEL calendar.
- Working alongside other staff including Dining Hall Assistants, Halls Supervisors, Chefs and other team members on the shift.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team.

PERSON SPECIFICATION – Casual Catering Assistant

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**.

Post holders/candidates will be expected to demonstrate the following:

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Good communication skills, (including spoken English and the ability to understand written English).

DESIRABLE

- Experience within an industrial kitchen environment.

SKILLS AND ABILITIES

ESSENTIAL

- Ability to work well on own and as part of a team;
- Ability to work quickly and calmly under pressure;
- Ability to follow written instructions.

PERSONAL ATTRIBUTES

ESSENTIAL

- Hard working and a "can do" attitude;
- Enthusiastic and welcoming approach to work;
- A desire to improve on current standards and to deliver them consistently;
- High standards of personal presentation;
- Willingness to develop through training programmes;
- Willingness to develop and perfect new skills in front of house;
- Flexible and adaptable to help where required within the department;
- Initiative and common sense;
- Well organised;
- Honest, trustworthy and reliable;
- Security conscious at all times;
- An empathy with people of all ages;
- Ability to develop a culture of mutual respect with pupils.

SPECIAL REQUIREMENTS

ESSENTIAL

- Ability to lift heavy items of equipment and move heavy furniture;
- Ability to stand for long periods of time.