



# Felsted

## **FELSTED SCHOOL JOB DESCRIPTION** **Catering Assistant**

### **The Role**

Accountable to: Function Manager, Front of House Shift Supervisor and Leader through to the Assistant Catering Manager and Catering Manager.

To assist in the preparation of service and dining areas, including the on site Coffee Shop when required, either during the usual School day or during School Events and Functions. To work in a team to provide a friendly and professional hospitality service to our students, guests, parents and colleagues.

### **Role Responsibilities**

- To assist with all aspects of the preparation and service activities
- To ensure food/service is presented well
- To ensure a clean and tidy appearance (e.g wearing correct uniform)
- To prepare/serve with due care and attention (e.g. dietary requirements and allergies)
- To assist with the serving of refreshments
- To assist with cleaning of utensils, floors and work areas after service periods
- To assist with the cleaning schedules
- To promote a friendly working relationship with colleagues
- To promote a good company image to customers and guests by using positive customer service practices
- To comply with statutory and company requirements
- To assist with the preparation, set up, delivery of service for Functions and Events
- To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities
- 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 properly manage any payments as required (for example function bar, coffee shop etc)
- To attend meetings and training as required (i.e. annual child protection training)
- To carry out any tasks within the job holders skill and ability
- Any other reasonable ad-hoc duties as requested

### **Skills, Knowledge and Experience**

#### **Essential:**

1. Self-motivated and able to work on your own initiative
2. Interpersonal and communication skills
3. Committed to delivering excellent customer service
4. Awareness of kitchen health and safety – COSHH, basic food hygiene, safe systems at work, personal protective equipment, manual handling, slips, trips and falls and the safety of others (training will be provided)
5. Attention to detail
6. Ability to work well in a fast-paced environment
7. Understand and commit to the Safeguarding of Children
8. Promote positive working relationships

#### **Desirable:**

1. Previous experience of working within a catering environment
2. Certificate in Basic Food Hygiene

3. Knowledge of allergies and dietary requirements
4. NVQ Level 2 in Food Preparation and Cooking or hold an equivalent qualification
5. Previous experience of working in the Educational Environment

**Terms of Employment**

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

***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.***