

Job Description

Inspiring girls

Catering Assistant – Fixed Term Contract

Reporting To: Catering and Events Manager

Shift Pattern: Monday to Sunday, 7am-3.30pm or 12pm – 8.30pm.

Department Overview

Our catering department runs an in-house, fully catered service for pupils and staff, serving breakfast, lunch, afternoon tea and supper, 7 days a week during term time. We are a busy and committed team, providing meals to around 560 pupils and 450 staff. In addition, we hold numerous hospitality events and formal dinners throughout the year.

Job purpose

We are seeking a Catering Assistant to join our busy catering team to assist with the delivery of high-quality meals and outstanding service to students, staff, and visitors in a friendly, professional and efficient manner.

You'll be involved in food preparation, serving and maintaining high standards of hygiene during breakfast, lunch or dinner service and at school events and functions.

Main duties and responsibilities

- Ensure that the salad counters and servery area are clean and ready for each service with the correct utensils and condiments available
- Ensure that the crockery, cutlery, glasses are clean and presented correctly
- Serve the pupils and staff during each service and promote a friendly and professional atmosphere
- Occasional provision of light refreshments for visitors or special functions
- Check that service temperatures are taken as directed at each service
- Assist with any food preparation as directed by the Management Team
- Provide an efficient, caring and friendly service to all customers and inform your team leader or duty manager of any issues or complaints that you may encounter
- Liaise with the kitchen team to ensure a constant replenishment of the food on offer
- Work in all areas of the operation to include front of house, plate wash and pot wash on a rota basis, including other hospitality areas around the school
- Operate the dishwasher in accordance with the correct operating procedures
- Clean tables and floors, assist with stocktaking and follow daily schedules
- Comply with the School's legislative procedures at all times consistently e.g. Manual Handling, COSHH, Fire Safety, Health & Safety, Food Safety and complete all mandatory training when required
- Assist with the implementation of new ideas and improvements to create a fresh and innovative catering department for the school
- Attend staff meetings and training sessions as required
- Provide cover for colleagues outside of your normal working hours, working overtime when possible.

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Person specification

	Essential	Desirable
Previous experience of working in a similar role in Catering		✓
Holds a current driving license / has means of transport, since the school is in a rural location with limited public transport links	✓	
Have high standards of personal hygiene	✓	
To be able to work within health and safety as well and food hygiene guidelines	✓	
Ability to communicate appropriately with colleagues and pupils	✓	
Works well as a member of a team and perform to the highest standards	✓	
Able to work unsupervised, using on own initiative, quickly and calmly under pressure	✓	
Strong organisational skills – methodical and able to follow instructions	✓	
A flexible and proactive approach to work	✓	
To be committed to safeguarding and promoting the welfare of pupils, and to always comply with the School's Child Protection Policy	✓	

Benefits

We offer a range of benefits and competitive terms and conditions including:

- Delicious free meals while on duty
- A supportive induction programme
- Beautiful working environment in a semi-rural location
- Modern gym and swimming pool facilities, for staff use at set times
- A variety of social occasions throughout the year

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.