



PERSON SPECIFICATION
AND JOB DESCRIPTION



General Catering Assistant



JOB DESCRIPTION

Job Title: General Catering Assistant

Reporting to: Catering Management

Reporting to the job holder: N/A

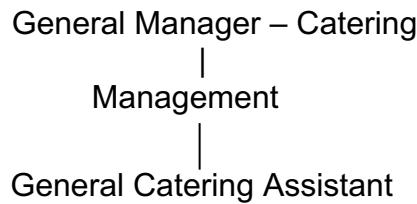
Overall Purpose:

To keep the Catering Front of House areas clean and tidy adhering to Health and Safety and Food Safety procedures.

Main Tasks:

- Safeguarding the welfare of children in accordance with Queenswood's Child Protection policy.
- Prepare counters and dining areas for service.
- Service of hot and cold food and beverages (stocking and cleaning).
- To serve food for events or lets.
- Replenishing of counters.
- Clearing and cleaning counters of debris during service.
- Clearing and cleaning counters and service equipment after service.
- Clearing and cleaning dining room tables and chairs.
- Washing and drying crockery, cutlery and glassware by machine or hand.
- Clean and restock drink machines in the servery.
- Keep the servery floor clean.
- To set up and clean up from additional events provided by the Catering department.
- Duties in other school areas including Pavilion, Hartley Staff Room, Head's End rooms, Trew Staff Dining Room and Terrace Room.
- Any other reasonable duties requested by Management Team.
- To Take a responsibility to ensure great service at all times.
- To direct any Casual and Agency Staff

Organisation Chart:



Skills, Knowledge and Experience:

- An understanding of the role from the information provided Good communication skills.
- Good team worker.
- Health and Safety knowledge.
- Flexible and responsible approach to work as this role demands