

# Queenswood

PERSON SPECIFICATION  
AND JOB DESCRIPTION



## General Catering Assistant



## JOB DESCRIPTION

<b>Job Title:</b> General Catering Assistant
<b>Reporting to:</b> Catering Management
<b>Reporting to the job holder:</b> N/A
<b>Overall Purpose:</b> To keep the Catering Front of House areas clean and tidy adhering to Health and Safety and Food Safety procedures.
<b>Main Tasks:</b> <ul style="list-style-type: none"><li>• Safeguarding the welfare of children in accordance with Queenswood's Child Protection policy.</li><li>• Prepare counters and dining areas for service.</li><li>• Service of hot and cold food and beverages (stocking and cleaning).</li><li>• To serve food for events or lets.</li><li>• Replenishing of counters.</li><li>• Clearing and cleaning counters of debris during service.</li><li>• Clearing and cleaning counters and service equipment after service.</li><li>• Clearing and cleaning dining room tables and chairs.</li><li>• Washing and drying crockery, cutlery and glassware by machine or hand.</li><li>• Clean and restock drink machines in the servery.</li><li>• Keep the servery floor clean.</li><li>• To set up and clean up from additional events provided by the Catering department.</li><li>• Duties in other school areas including Pavilion, Hartley Staff Room, Head's End rooms, Trew Staff Dining Room and Terrace Room.</li><li>• Any other reasonable duties requested by Management Team.</li><li>• To Take a responsibility to ensure great service at all times.</li><li>• To direct any Casual and Agency Staff</li></ul>
<b>Organisation Chart:</b> <div style="text-align: center;"><p>General Manager – Catering</p><p> </p><p>Management</p><p> </p><p>General Catering Assistant</p></div>
<b>Skills, Knowledge and Experience:</b> <ul style="list-style-type: none"><li>• An understanding of the role from the information provided Good communication skills.</li><li>• Good team worker.</li><li>• Health and Safety knowledge.</li><li>• Flexible and responsible approach to work as this role demands</li></ul>