



JOB DESCRIPTION - Food Servery & Plate Wash Assistant

Responsible to: Catering Services Manager/Head Chef/Shift Supervisor

Accountable to: Domestic Bursar

Relates to

St. Edward's pupils
Teaching and support staff
Visitors to the School

Job Summary

Food Servery & Plate Wash Assistants work in the School's Catering Department, preparing the counters for service, serving food, working to ensure that service runs well and also working in the plate wash facility, as directed. The Assistants carry out other general duties within the department, including cleaning, and are expected to be professional and flexible to the requirements of the job at all times. They are also expected to communicate effectively and politely with management, the duty chef, supervisors, pupils, staff and other customers.

Duties will include:

Operations:

- Assisting in the plate wash throughout the service period when carrying out plate wash duties
- Ensuring that all required equipment (including crockery and cutlery) is clean and in place for each service
- Ensuring that appropriate standards of cleanliness and tidiness are maintained in the servery, adjacent servery areas and the dining hall, wet area and drinks machines area, yard and bins area
- To follow and complete daily cleaning schedules.
- Assisting with all aspects of presentation and efficient service of food to pupils, members of staff and visitors to the School, as directed
- Understanding all menu items by liaising with the duty chef, and ensuring all areas of service are well stocked with appropriate food items and drinks
- Reporting customer comments to a member of the Catering Management Team
- Ensuring that all areas and equipment are cleared and cleaned at the end of service

General

- Undertaking cleaning and polishing duties within the department, as directed
- Helping with the set up and service at events, as and when required
- Attending staff meetings and training courses, as required
- Complying with other reasonable requests by Catering Management Team
- Reporting incidents of accident, fire, loss, theft, damage, unfit food or other regularities to a member of the Catering Management Team

Health and Safety and Food Hygiene:

- To comply with School standards and statutory regulations regarding hygiene and health and safety in all tasks undertaken (including food handling, storage, delivery and presentation, and personal safety)
- To ensure chemicals in all areas are used safely – training will be provided.
- Completion of temperature charts, cleaning schedules and food production information to the required standard

This is not an exhaustive list of duties. You should expect variances in your duties and areas of work, as directed by management, to help achieve the efficient running of the School's facilities.

Other requirements

A uniform is provided and must be worn while working. It should be clean, presentable and free from tears and stains. The Catering Department operates a 'no jewellery policy and member of the Catering department are expected to maintain high standards of personal cleanliness and personal hygiene.

Start date

We would like the successful applicant to start work as soon as possible.

Hours of work

This is a full time position, working 37.5 hours per week, any five days from seven. The role works during school holidays as well as during term time and working hours will include weekdays, weekends and evenings, according to the Department's rota.

Salary

The basic rate of pay is £8.01 per hour. Additional payment will be made for overtime. Salaries are reviewed annually with effect from 1st September.

Holiday

Holiday entitlement is 20 days plus bank holidays. The School's holiday year runs from 1st September to 31st August. Bank holidays occurring during school terms may well be normal working days, for which time off in lieu is given.

Probationary period

This appointment is subject to a probationary period of three months.

Pension

Membership of the School's pension scheme for support staff is available.

Sickness benefit

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is 30 days at full pay in any consecutive 12-month period.

Miscellaneous

- Free lunches are available during times when the Catering Department is working.
- Following successful completion of their probationary period, staff may use the Oxfordshire Health & Racquets Club (which is situated on the St Edward's site) however, this is not a contractual entitlement.

- Car parking is available on-site, however, this is not a contractual entitlement.

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the School or disclose such data to a third person.

Safeguarding at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. All staff are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Health and Safety

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

PERSON SPECIFICATION - Food Servery & Plate Wash Assistant

- **Educational Qualifications**

Desirable

- Food safety training

- **Skills, Abilities and Experience**

Essential

- Previous experience in a catering role
- A good command of the English language
- The ability to work flexibly to meet the requirements of the work, to work as part of a team and also to show independent initiative
- A flexible approach and a willingness to carry out a variety of tasks
- Task and goal-oriented with a positive attitude
- A commitment to setting and maintaining standards of excellence

Desirable

- Previous experience within a similar organisation

- **Safeguarding**

- Commitment to the protection of children and young people
- Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures