

**FOOD SERVERY & PLATE WASH ASSISTANT**  
**TO START WORK AS SOON AS POSSIBLE**

**CLOSING DATE FOR APPLICATIONS:** midday Friday 26th October 2018. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 692 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in School on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

**About the role**

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.

## **Main responsibilities:**

### **Operations:**

- Assisting in the plate wash facility as required throughout the service period.
- 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 areas, the dining hall, drinks machines area, wet area, catering yard and bins area
- Following and completing daily cleaning schedules
- Assisting with all aspects of presentation and efficient service of food to pupils, members of staff and visitors to the School
- Understanding all menu items by liaising with the Duty Chef, and ensuring all areas of service are well stocked with appropriate items of food 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 when required
- Complying with other reasonable requests by the Catering Management Team
- Reporting incidents of accident, fire, loss, theft, damage, unfit food or other irregularities to a member of the Catering Management Team

### **Health & Safety and Food Hygiene:**

- Compliance 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)
- Ensuring chemicals in all areas are used safely (training will be provided)
- Completing 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.

## **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 £8.50 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. The School closes completely over Christmas/New Year, staff are required to use 5 days of their holiday entitlement to cover this period.

## Pension

The role is eligible for membership of the School's pension scheme for support staff.

## Probationary period

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

## Sickness benefit

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

## Miscellaneous

- Free meals 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.

## About the Candidate

| <b>Person Specification Characteristics</b>  |           |
|--|-----------|
| Previous experience in a catering role   | Essential |
| Food safety training   | Desirable |
| A good command of the English language   | Essential |
| 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 | Essential |
| A flexible approach and a willingness to carry out a variety of tasks  | Essential |
| Task and goal-oriented with a positive attitude  | Essential |
| A commitment to setting and maintain standards of excellence   | Essential |
| Previous experience within a similar organisation  | Desirable |
| Commitment to the protection of children and young people  | Essential |
| Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures            | Essential |

## Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. 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 and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### **Child Protection 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. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### **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.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If you would like further information about this post, please contact the Catering Services Manager, by email: [nagy@stedwardsoxford.org](mailto:nagy@stedwardsoxford.org)

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

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