

## **JOB DESCRIPTION**

### **FOOD SERVERY AND PLATE WASH ASSISTANT**

<b>Reports to:</b>	Catering Services Manager
<b>Responsible to:</b>	Domestic Bursar
<b>Contract:</b>	Permanent
<b>Salary:</b>	£12.49 per hour
<b>Contracted hours:</b>	This is a part-time position, working 22.5 hours per week, any three days from seven. The role works during the School holidays as well as during term time and working hours will include weekdays, weekends and evenings, according to the Department's rota.

#### **1. Role Purpose**

The role prepares the counters for service, serves food, works to ensure that service runs well and works within the plate wash facility, as directed. The role also carries out other general duties within the department, including cleaning.

#### **2. Role Dimensions and Scope for Impact**

The Catering Department manages a varied event calendar which includes charity balls, boarding house dinners, fine dining and catering for sports and summer schools. This role will work to meet the requirements of the catering-related School policies and procedures to ensure the expectations of all its customers are met.

#### **3. Principal Accountabilities**

##### **Operations**

- Assisting in the plate wash facility as required throughout the service period
- 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
- 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

## Health, Safety, Security 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
- Reporting incidents of accident, fire, loss, theft, damage, unfit food or other irregularities to a member of the Catering Management Team

## Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School, as requested by the Catering Management Team.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

## Key Performance Measures

- All required equipment (including crockery and cutlery) is clean and in place for each service
- Standards of cleanliness are maintained
- Customer feedback

## 4. Knowledge, Skills, Experience and Personal Attributes

### *Qualifications*

Level 2 Food Safety Hygiene (all role holders will be trained in the first month of their employment)	Essential
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### *Knowledge and understanding*

Basic understanding of relevant Health and Safety principles	Essential
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### *Skills*

Good verbal communication skills	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

### *Experience*

Previous experience in a catering role	Desirable
Previous experience within a similar organisation	Desirable

### *Personal attributes*

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential

Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
A flexible approach and a willingness to carry out a variety of tasks	Essential
Task and goal-oriented with a positive attitude	Essential

## **5. Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

## **6. 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 Disclosure and Barring Service.

## **7. Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees 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.

## **8. Holiday**

The Food Servery and Plate Wash Assistant is expected to work throughout the School terms and additional weeks as described in the job description, a total of 39 weeks. The remaining weeks of the year are non-working weeks of which 5.6 weeks (pro-rata to the hours worked) count as paid holidays. Bank holidays which occur during term time may well be working days, for which no time off in lieu will be given.

## **9. Pension**

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward's School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

## 10. Probationary period

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

## 11. 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 members of the Catering department are expected to maintain high standards of personal cleanliness and personal hygiene.

## 12. Organisation Chart

