



CHELTENHAM
LADIES'
COLLEGE

KITCHEN ASSISTANTS FULL & PART TIME TERM-TIME

VACANCY INFORMATION





INTRODUCTION

Thank you for your interest in a position at Cheltenham Ladies' College. In this booklet you will find details about the job, department, salary, terms and benefits that would apply to you in this role. If you would like to know more about College, please visit our website www.cheltladiescollege.org

If you have any questions, please contact the Catering Services Manager, Sarah Parker on parkers@cheltladiescollege.org or 01242 707079.

We look forward to receiving your application in due course.

Closing date of application is 25th September 2018 (12.30pm)

Interviews will be held on 5th October 2018

THE VACANCY

Here at Cheltenham Ladies' College you will be part of a large and friendly community who support our girls' education and experience. Out of a total of approximately 650 staff, around 400 are in non-teaching roles, which means you'll join a significant team that keeps College running smoothly every minute of the day.

As a Kitchen Assistant you will work as part of a team undertaking kitchen cleaning and hygiene duties, basic food preparation and serving pupils and staff. You should have good communication skills and a customer service ethos.

Full-time

Full-time (40 hours per week) between the hours of 10.00am and 8.00pm on a rota basis which includes some weekend shifts.

Part-time

Part-time (20 hours per week) working between the hours of 10.00am and 8.00pm on a rota basis which includes some weekend shifts.

The salary for these roles is between £7.99 per hour and £8.34 per hour depending upon the shifts you work. Holiday pay will be in addition to this.



DEPARTMENT DETAILS

At College we aim to embody excellence, independence and empowerment in the education of young women. We have a 36 acre dispersed estate in the centre of Cheltenham, including a single main teaching site in close proximity to the day and boarding houses which are located in nearby residential areas.

The Catering Department of 84 full, part time and casual staff provides catering services to all 11 of the boarding houses, the day girls, Main College and the staff restaurant. Catering for pupils and staff is served from 12 dining rooms, which in turn are supplied by nine production kitchens. The dining rooms vary in size, providing a service for between 20 and 230 customers. A self-service style of food offer is provided in our dining rooms.

As a department we work to a high standard of nutritional control, using standard recipes, highlighting any allergens present in adherence to our food safety policy to ensure a balanced, varied and enjoyable menu is offered that takes into account any specific customer diets. Strong communication links exist with our customers to ensure satisfaction is maintained to a high level. The Catering Department also provides catering for all other events within the college year. We participate heavily in the thriving commercial events part of college activity, whether it be conferences, weddings, parties or the summer schools that we regularly host throughout the summer.

JOB DESCRIPTION

REPORTS TO

Chef on Duty or Dining Room Supervisor

OVERALL OBJECTIVES

To support the Chefs in preparing and presenting food to a high standard and ensuring the service requirements of the Catering provision are to the customers' satisfaction and meet the standards set by the department.

MAIN RESPONSIBILITIES and TASKS

Food production: Assist in food preparation for breakfasts, lunches and suppers and house functions.

Standards: Responsibility for the cleaning of the work area in line with day-to-day hygienic practices.

Food Service: Carry out duties in preparing dining areas for food service and functions, serve meals, operate a till and follow cash-handling procedures

Stock: Carry out store duties as required

Customer Satisfaction: Observe at all times the department's customer care policy.

Communication: Effectively communicate with the Chefs and staff in the houses to assist in the smooth running of the department on a day-to-day basis.

Health and Safety: Take responsibility and care of the health and safety of themselves and colleagues as per the Health & Safety Policy statement.

Cleaning: Carry out routine cleaning of the unit.



PERSON SPECIFICATION

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

E = Essential
D = Desirable

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- Good organisational skills
 - Ability to prioritise and work methodically
 - Good time management skills and ability to work under pressure
 - Ability to work flexibly to meet the needs of the service
 - Good communication skills
 - Customer service ethos
 - Willingness to learn and undertake relevant staff development activities
 - Ability to follow instructions
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E

Committed to the safeguarding of children

E



BENEFITS OF WORKING AT CLC

PENSION SCHEME: College currently offer a contributory pension scheme through Scottish Widows with 5% employer / 5% employee contributions.

WELLBEING: Membership of our Health & Fitness Centre is available at minimal cost for yourself and at a reduced rate for your family. Facilities include a pool, fitness suite, sports hall and tennis courts. Yoga and Pilates exercise classes are available after work and at lunchtime at no cost. An Employee Assistance Programme gives staff access to a free and confidential counselling service.

CYCLE TO WORK SCHEME: Providing a tax-free salary sacrifice scheme.

HEALTH CASH PLAN: Company funded health cash plan – bronze level.

DISCOUNTED FEES: A two-thirds discount on College day fees (or pro-rata if you work part-time).

PROFESSIONAL DEVELOPMENT: College supports continuous professional development.

LIBRARY: College has two libraries and all staff become a full borrowing member on joining.

EVENTS: Access to College and other sponsored events.

SAFEGUARDING

You will be required to become familiar with College policies and comply with its requirements to safeguard and protect the welfare of children.

In addition, you will be asked to read and understand the following documents: Safeguarding (Child Protection) Policy, Staff Code of Conduct, Keeping Children Safe in Education (KCSIE) and Relationships between Adults and Girls in College. All staff undergo mandatory training on the safeguarding arrangements in College that covers the

Safeguarding (Child Protection) Policy and the identity of the Designated Safeguarding Lead.

All employment offers are made subject to checks in line with the Independent Schools Inspectorate and National Minimum Boarding Standards legislation. These are as follows: clearance from the Disclosure and Barring Service; satisfactory Department for Education and Barred List checks; evidence of your right to work in the UK; satisfactory references and medical clearance; evidence of qualifications (if relevant).



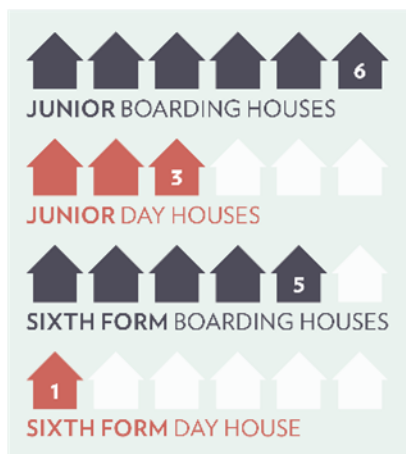
CHEL TENHAM
LADIES'
COLLEGE

SNAPSHOT 2017/18

865
GIRLS AT CLC



18
YEARS OLD



CLC OPENED
ITS DOORS IN
1854



8,420 MEMBERS
OF GUILD
(OUR ALUMNAE
ASSOCIATION)
IN SEVENTY FIVE COUNTRIES

OVER 3,200 HOURS
VOLUNTEERED ANNUALLY AS PART OF
OUR COMMUNITY LINKS PROGRAMME

167 OFFERS
FROM
OXBRIDGE
2011-2017

41 OFFERS FROM IVY LEAGUE AND
OTHER US COLLEGES IN 2017

481 OFFERS
RECEIVED
FROM
RUSSELL
GROUP
UNIVERSITIES
IN 2017

219 MEMBERS OF TEACHING STAFF
(INCLUDING VISITING TEACHERS)

160 DIFFERENT
CO-CURRICULAR
ACTIVITIES



508 GIRLS TOOK
ADDITIONAL MUSIC
LESSONS IN AUTUMN
TERM 2017

664 SPORTS
FIXTURES
IN 2016/17

OVER 200
EXTERNAL
SPEAKERS
PER YEAR



338

GIRLS TOOK ADDITIONAL
DRAMA LESSONS IN
AUTUMN TERM 2017



612,000
LITRES OF WATER
IN THE COLLEGE POOL

32,180
BOOKS IN THE LIBRARY

36 ACRES
THE TOTAL SIZE OF COLLEGE'S
DISPERSED ESTATE IN THE HEART
OF CHELTENHAM



CHEL TENHAM
LADIES'
COLLEGE

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