



JOB DESCRIPTION
Catering Servery Assistant
(Mon - Fri Shift)

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. This is a unique school where we combine dynamic teaching and learning with traditional expectations that are rooted in a long and proud history. RMS is committed to educating young women to be creative, enthusiastic and generous contributors to an ever-changing world. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.org.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

A position has arisen in the Catering Department working 22.5 hours per week during term-time only. Reporting to the Front of House Supervisor, this is an important role, working as part of a busy team to deliver a high standard of food for pupils, staff and guests alike. The team provide up to 1100 lunches five days per week, with breakfast and an evening meal required for our boarding community of 80+ over seven days.

In addition to catering for pupils, the department caters for a wide range of both school and external events ranging from working lunches and fork buffets to formal 4 course meals for up to 350 guests.

JOB SPECIFICATION

Main Duties and Responsibilities

- Assisting in all aspects of the preparation of the food service area and the presentation of food to the school standards;
- Preparing of food as directed, taking particular due care and attention to customer's dietary requirements; (during busy periods)
- Serving food and drinks to customers and guests as directed;
- Assisting in the replenishment of food, beverages, crockery, cutlery and service equipment to ensure the delivery of food service is efficient and within the time frame allocated;
- Assisting with the hygienic cleaning of the dining facilities, equipment, work areas before each food service period, to include; dining tables, chairs and floors; and keeping daily records
- Assisting with the dining room and service area deep cleaning at the beginning and end of each term;
- Emptying of waste bins or similar waste receptacles; transporting of waste materials to designated collection points;
- Using chemicals supplied as instructed and in accordance with COSHH regulations;
- Assisting with Function activities; set up, service and clearing as directed.
- Participating in training courses as required by the School;

PERSON PROFILE

The holder of this post will:

- Possess a customer focussed, 'can-do' approach to their work.
- Be punctual, reliable and conscientious.
- Communicate clearly and politely with colleagues and academic staff.
- Be self-motivated and able to work alone, as well as part of a team when required.
- Possess a keen attention to detail.
- Demonstrate flexibility in terms of hours and duties performed.

PERSON SPECIFICATION

Experience and skills - Essential:

- Previous experience working in a customer focussed role

Desirable:

- Previous experience of working in the catering industry is preferred but not essential.
- Previous experience of working in an **educational** environment is an advantage.
- A current Level 2 Food Hygiene certificate is an advantage

TERMS OF EMPLOYMENT

The terms of employment include:

- A term time only contract i.e. 40 weeks per year. 22.5hrs per week Monday – Friday, 9.30am-2.30pm (Includes 30min unpaid break)
- Salary of £7,875 per annum
- Assistance at key school weekend events i.e. Open Day, Sports Day & Remembrance Sunday
- An additional two weeks per year will be worked to cover residential commitments and private events during the holidays by mutual agreement and paid separately
- Access to the RMS Pension Scheme with 5% contribution from the employee which is matched by the employer.
- Preferential gym membership
- Free car parking whilst on duty
- Uniform provided

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.