**Job Description**

**Job Title:** General (Catering) Assistant

**Reports To:** Front of House Supervisor and Catering Manager

 (In their absence, reports to the Duty Chef)

**Purpose of Job**

To support the Senior Catering staff in delivering a first class, fresh, nutritious food offering and service to all customers of the Catering Department, by working efficiently as part of a team, completing tasks in a timely fashion and with the minimum amount of wasted resources.

**Main Duties and Responsibilities**

* To prepare the dining hall, servery, washroom and all other relevant areas in preparation for the relevant service times
* To carry out food service duties to all customers of the Catering Department, with a positive, knowledgeable and friendly customer service attitude that enhances the image of the department and the School.
* Operate mechanical equipment, to assist in the washing up of pots, pans, utensils, crockery and cutlery, as well as washing up by hand
* Operate mechanical waste disposal equipment
* Remove refuse from inside the Catering Department to designated areas outside the Department, using mechanical refuse receptacles safely as appropriate.
* Carry out cleaning duties as specified on schedules or as directed, ensuring high standards of hygiene are met, in line with Food Safety legislation
* Ensure adherence to all Food Safety legislation, as well as the Departmental policies laid out in HACCP.
* Comply with all reasonable requests from the Senior Catering staff, Duty Chefs, Operations Director and Headmasters
* Where applicable, to engage in cleaning duties in any area of the Catering Department, whilst the School is closed down for student holidays

**General responsibilities**

* Ensure the safety and well being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times
* Maintain a safe working environment including working practices, equipment, fixtures and fittings at all times
* Ensure reported food allergies and intolerances or other dietary requirements are catered for, without risk of contamination during production
* Ensure standards of appearance, personal hygiene and behaviour is in keeping with the Royal Russell School ethos and legal requirements of Health & Safety and Hygiene
* Preserve and enhance the reputation of the School at all times, ensuring disputes or concerns are resolved within the correct forum as per the Personnel handbook
* Display correct staff identification at all times whilst on site.

**Person Specification – General (Catering) Assistant**

**Qualifications**

* Basic Food Hygiene Qualification (desirable)
* Good level of general education (Level 2 or above or equivalent)

**Knowledge and Experience**

* A good understanding of Food Safety and Health and Safety
* Previous Catering experience (desirable)
* Experience within the independent school sector (desirable)
* Computer literate, with recent experience of MS Office packages (desirable)

**Skills and abilities**

* Effective communication skills
* Excellent customer service skills and standards
* A positive, can-do attitude
* Well-presented and professional appearance
* Ability to work on own initiative and as part of a Team to a high standard
* Warm open personality with an approachable and professional manner
* Ability to work to deadlines and remain calm under pressure
* Ability to take direction from the relevant line manager
* Excellent eye for detail
* Good literacy skills

Due to the nature of the role, all catering staff are subject to a health assessment to ensure they are physically able to complete their duties, including being able bend easily and lift weights of up to 25kg.

**August 2017**