

Job Description

Job Title: General Catering Assistant

Reports to: FOH Manager, FOH Supervisor, Duty Chef in their absence

Working Time: Shift pattern from 6.30am to 8pm 5/7 days per week

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

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 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.
- To undertake all reasonable checks to ensure that special diets and in particular those with food allergies are safely catered for.
- Ensure reported food allergies and intolerances or other dietary requirements are catered for, without risk of contamination during preparation or service
- Operate mechanical equipment, to assist in the washing up 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 Senior Catering Staff and the School Leadership team.
- 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 (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site

- 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
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- Attend Royal Russell Day and Open Day as required.
- Adhere at all times to Health and Safety legislation, Food Safety Legislation and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors

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 to bend easily and lift weights of up to 25kg.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Name.....

Signed.....

Date.....

Person Specification – General Catering Assistant

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Qualifications	<ul style="list-style-type: none"> • A commitment to continuing professional development • Basic Food and Hygiene Qualification compulsory 		<p style="text-align: center;">A/I</p> <p style="text-align: center;">A</p>
Knowledge and skills	<ul style="list-style-type: none"> • Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines • Ability to work with accuracy, with good attention to detail to a high standard • Excellent organisational skills • Ability to work collaboratively in a team • Good analytical and problem-solving skills 		<p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p>
Experience	<ul style="list-style-type: none"> • Experience within the independent school sector 	<ul style="list-style-type: none"> • Previous catering experience 	<p style="text-align: center;">A/I</p>
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to communicate succinctly and effectively using appropriate language • Ability to work to deadlines and remain calm under pressure • Warm open personality with an approachable and professional manner • Excellent eye for detail • Ability to work on own initiative, plan, prioritise, coordinate and lead • Strong customer service skills and standards • Able to remain calm and professional in all situations • Able to take ownership of a task and see it through to completion • A positive can-do attitude 		<p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p>
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Empathy with the ethos and aims of Royal Russell School 		<p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p>

August 2022