

## Evening Servery Assistant - Job Description

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|----------------|-----------------------------------------------------------------------------------------------------------------------------|
| Department:    | Catering                                                                                                                    |
| Contract Type: | Part-Time, Term Time Only (10 hours per week)                                                                               |
| Hours:         | Hours: Monday – Friday 17.30 – 19.30<br>Possibility of overtime available on an Ad Hoc basis                                |
| Location:      | Cranleigh                                                                                                                   |
| Benefits:      | Complimentary uniform provided<br>Use of exceptional sports and fitness facilities provided while on shift during term time |

### Job Summary

Cranleigh School requires a reliable and proactive **Evening Servery Assistant** to join the Catering team. Working term-time only from Monday to Friday (17:30 – 19:30), you will assist with the preparation, service, and cleanup of evening meals and events.

The ideal candidate will take pride in a smart appearance, demonstrate initiative, and work effectively as part of a team. No previous experience is necessary, as full training will be provided. Overtime opportunities are available throughout the year and during school holidays.

### Key Responsibilities

- Arrive on time and report to the Catering Manager/Duty Catering Manager in good time if any absence or sickness will prevent you from working.
- Service of Breakfast, Lunch and Evening Meals to pupils and staff.
- Adhere to portion controls at all times.
- Service and replenish the Common Room and other meeting rooms.
- Set up and service of the Catering Coffee Horsebox to include cleaning down and replenishment of stock.
- Maintain a safe, tidy, clean and hygienic working environment to the required standard.
- Always work in a safe manner with regard to Health & Safety. Please note, there will be heavy lifting tasks.
- Daily cleaning duties to the required standard.
- Deep cleaning of Dining Hall and Servery areas out of term time.
- Keep all equipment in a clean and safe condition.
- Report immediately any faulty equipment or maintenance defects/hazards.
- Setting up of and assisting with functions when required.
- Assist with temperature control of food and equipment.

- Carry out other relevant tasks as directed by supervisor, Catering Manager/Head Chef.
- To keep uniform clean and maintain a high standard of personal hygiene.
- To be aware of and understand all food hygiene regulations and safe handling of food.
- To be aware of and abide by the school employment rules, as laid out in the School Employment Handbook.
- To be aware of and abide by Health and Safety at Work Act, as laid out in the School Employment Handbook.
- To be aware of and abide by the School's Data Protection Policy

| Person Specification |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential Criteria   | <ul style="list-style-type: none"> <li>• Smart Appearance</li> <li>• Ability to work on own initiative</li> <li>• Ability to follow instructions and hygiene procedures</li> <li>• Positive and proactive approach to routine tasks</li> <li>• Willingness to work as part of a team</li> <li>• Willingness to learn and adhere to Food Hygiene and Health and Safety Regulations.</li> <li>• Reliable and punctual</li> </ul> |
| Desirable Criteria   | <ul style="list-style-type: none"> <li>• Previous work in a kitchen or similar role</li> </ul>                                                                                                                                                                                                                                                                                                                                 |

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.**