

JOB DESCRIPTION

SERVERY ASSISTANT

RESPONSIBLE TO: Senior Cook/Chef Manager

WORK ROUTINE:

Hours as listed		
Monday	-	9.30am to 14.30pm
Tuesday	-	9.30am to 14.30pm
Wednesday	-	9.30am to 17.00pm
Thursday	-	9.30am to 14.30pm
Friday	-	9.30am to 14.30pm
Saturday	-	alternate Saturdays 7.00am-14.00pm

REQUIREMENTS:

- Smart appearance
- Ability to work on own initiative
- Pleasant, cheerful, helpful manner

MAIN DUTIES

- Setting up, service of and clearing away Lunch and Evening Meal for pupils and staff, as detailed on the weekly rota.
- Adhere to portion controls at all times.
- Setting up and serving and clearing away for Match Teas, when required.
- Carry out any other relevant tasks as directed by the Senior Cook/Chef Manager

GENERAL RESPONSIBILITIES

- Arrive on time as detailed in the weekly rota.
- To report to the Senior Cook /Chef Manager in good time if any absence or sickness will prevent you from working a shift.
- With regard to personal safety and the safety of others, always work in a safe manner, in accordance with Health & Safety regulations.
- Maintain a safe, clean and hygienic working environment to the required standard.
- To keep work areas clean and tidy to the required standard.
- Keep all equipment in a clean and safe condition.
- To report immediately any faulty equipment, services or hazards.
- 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.

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 successful applicant will be subject to a CRB check.