



JOB DESCRIPTION

HOSPITALITY ASSISTANT

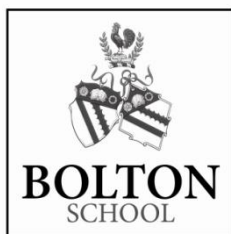
CATERING DEPARTMENT

MAIN PURPOSE OF JOB:

To assist in preparation and service of an efficient food and beverage service throughout the Foundation and general cleaning duties. To maintain a high standard of Hygiene, Health & Safety in all working areas.

MAIN DUTIES:

- Present a high quality image and provide a standard of service that represents and promotes the Foundation standard.
- Ensure a high standard of hygiene in kitchen, dining areas or wherever food service is required.
- Promote good, pleasant customer relations in a professional manner.
- Maintain confidentiality at all times.
- Serve of a variety of food and beverages; including sandwiches, salads, desserts, cakes, vegetables or other hot and cold items as required for Hospitality and Catering, this includes outside of normal school hours.
- Keeping all kitchens, dining areas, servery counters, cloakrooms, storerooms and any such areas that are used by the catering department clean and tidy in line with cleaning schedules; reporting any problems to the Supervisor with particular reference to Food Hygiene and Health and Safety.
- Dishwashing duties (by hand and machine) to include cutlery, crockery, kitchen utensils (large and small), pans, mixing bowls, serving dishes and glassware.
- Cleaning all large or small equipment as instructed.
- Use cleaning materials and chemicals in accordance with official COSHH risk assessments produced by the supplying company.
- Disposing of waste food and refuse in a safe and environmentally responsible way.
- Recognising and utilising the knowledge and processes learned at the Foundation Food Hygiene course.
- Assisting in the co-ordination and supervision of food service, especially during school lunch.
- Assist in the maintenance of the day to day entries in the School diary regarding catering requirements in the Division.
- Deal with any problems that may arise in the Dining Hall during the lunch time service.
- Assist whenever necessary in the preparation for functions at the Arts Centre.
- Carry out Catering Assistant duties as and when required.
- To perform such other duties as may be required from time to time by the Catering Manager, Supervisor or Catering Co-ordinator.
- Cover sickness or absence of catering staff in other areas of the Campus including the Nursery and Kidzone as required or requested by the Line Manager.
- Assist with Lunchtime service if required.
- Attend to Academic Staff Requirements.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

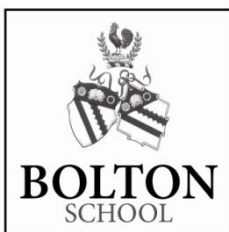


PERSON SPECIFICATION

HOSPITALITY ASSISTANT

CATERING DEPARTMENT

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Basic Food Hygiene Certificate	D	Application Form
First Aid at Work	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Be able to communicate at all levels	E	Interview
Experience of working in a busy Catering Department	D	Application Form/Reference
Experience of working in a Hospitality and Catering environment	D	Application Form/Reference
Well organised	E	Application Form/Interview/Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Able to work well under pressure	E	Interview & Reference
Able to work within a team	E	Interview & Reference
Conscientious and hardworking	E	Interview & Reference
Caring and kind especially in relation to children	E	Interview & Reference
Present a professional image to academic, central services staff and Visitors to the foundation.	E	Interview & Reference



TERMS AND CONDITIONS

HOSPITALITY ASSISTANT

CATERING DEPARTMENT

SALARY

The salary will be based on point 02 which is £17,711 per annum on the Bolton School Support Staff Salary Scale, equating to £10,151.15 per annum, pro-rata.

HOURS OF WORK

27½ hours per week, between Monday and Friday, term-time only which is 175 working days. The normal hours of work will be 9.00am until 3.00pm, with the flexibility to work evenings when required.

HOLIDAY

20 days' annual holiday. All holidays to be taken out of term-time at times specified by the Manager.

LINE MANAGEMENT

Catering Coordinator

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover up until the age of 65.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where

applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.