

Servery Assistant - Job Description

Department:	Catering
Hours:	Part time, Term time only. Hours: Wednesday 11:00-17:00 Thursday 11:00-17:00 Possibility of overtime available throughout the holidays
Location:	Cranleigh Prep
Benefits	Uniform and meals on duty will be provided.

Job Summary

Cranleigh School require a Full-time Servery Assistant to join their existing team. You will be required to work Term Time Only between Monday to Saturday on a shift pattern and need to be reliable, with a smart appearance and able to work on your own initiative. Overtime is available throughout the holidays. No previous experience is necessary as training will be given.

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	• Smart Appearance • Ability to work on own initiative • Ability to follow instructions and hygiene procedures • Positive and proactive approach to routine tasks • Willingness to work as part of a team • Willingness to learn and adhere to Food Hygiene and Health and Safety Regulations. • Reliable and punctual
Desirable Criteria	• Previous work in a kitchen or similar role

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.