

JOB DESCRIPTION

Company	Colston's School
Location	Stapleton, Bristol, BS16 1BJ
Job Title	Catering Assistant
Liaises with	Fellow employees and all departments
Reports to	Head of Domestic Services

1. Job Purpose Statement

To take responsibility for checking off and storage of incoming good, keeping documentation up to date, disposal of kitchen waste, cleanliness of storage areas, water provision at lunchtime service and up keep of the dining hall.

To assist with other general kitchen duties such as clearing up, loading the dishwasher, delivering consumables or providing hospitality.

2. Job Accountability

Staff Relations

- To promote good relations between the Catering Department, Teachers and all Support staff.
- To work in harmony with fellow employees.
- To assist where instructed with the induction of new fellow employees.
- To comply with the instructions of your immediate supervisor.
- To report any incidents, accidents or potential accidents to your immediate supervisor.

Training

- To undertake all training that may be required for the purpose of your employment.
- To comply with all training policies and procedures as required by Colston's school.



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INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

Cleaning

- Assist in the wiping down of tables throughout the lunch period.
- Assist with stocking of the dishwasher
- Assist in the clear down of the dining room.

Health, Safety and Hygiene

- To comply with the cleaning schedules and rotas and monitor the salad bar ensuring the highest possible standards of hygiene and cleanliness are maintained.
- To ensure all cleaning down practices comply with C.O.S.H.H regulations
- To comply with the standard of dress and ensure that the correct uniform is worn at all times whilst on duty.
- To work within the guidelines set in the food hygiene manual.
- To assist in the implementation of all Colston's School policies and procedures

Food Preparation and Service

- To assist at service times, as required, in a friendly and helpful manner.
- To ensure that the Kitchen is left hygienically clean and tidy after each meal service

Policies

- To ensure that policies and procedures are followed at all times as required by Colston's school.
- To meet the many and varied demands and requests of management.
- To establish and maintain friendly and professional relationships with pupils and staff within the school.
- To report any incidents or accidents of fire, theft, loss, damage or unfit food.

Generally

- To attend managers' meetings whenever necessary.
- To attend training sessions whenever necessary.
- To report any customer complaints or comments and take action, if at all possible, to satisfy the customer.
- Any other reasonable request from the Head Chef or Head of Domestic Services.



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Review

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

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. Colston's is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).