



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: Catering Assistant

Reports to: Chef Manager

JOB PURPOSE

Support the Catering Team with food production, cleaning and service during lunch periods.

PRINCIPAL ACCOUNTABILITIES

1. Participate in kitchen washing up and cleaning of kitchen and dining room, working as part of the busy kitchen team.
2. Serve students, giving the right portion in the quickest possible time but in a helpful manner.
3. Support the Chef Manager and the two Chefs with the preparation of food items if required.
4. Assist in setting up for meals as well as functions where required.
5. Lay tables and counters where required in preparation for service.
6. Assist in any special functions if required.
7. Receive training or attend meetings as requested.

JOB CONTEXT

The job-holder works as part of a team of 12 who are responsible for preparing breakfasts, lunches and dinners to approximately 600 day pupils including 55 boarders. The Chef Manager manages the whole team and the two Chefs are responsible for daily food production and team management. The job holder works in a team of Catering Assistants, all of whom support the Chefs with the food preparation and cleaning/tidying the kitchen and dining room each day.

The Catering Assistants are all provided with a uniform which must be worn and they must all ensure a high standard of personal cleanliness. Jewellery and nail varnish should not be worn (except for wedding ring and ear studs).

Compliance with Health & Safety legislation is essential and any unsafe working conditions or broken equipment must be reported to the Head Chef. Full training will be provided

CONDITIONS OF SERVICE

Contracted staff - 37 weeks a year to include School term time plus an additional 2 weeks per annum to attend training courses and participate in the holiday cleaning rotas

15 Hours a week

11:45 – 2:45 Monday to Friday

Person Specification

Catering Assistant – April 2015

Requirements	Essential	Desirable
Qualifications		
Knowledge		Basic understanding of Health & Safety considerations in the kitchen environment
Experience		Previous experience in a catering role helpful but not essential
Skills and Aptitudes required	Good communication and interpersonal skills Able to work under pressure Able to work on own initiative	
Personal Qualities required	Flexible & Adaptable – on duties as well as hours of work Teamwork Planning & organising – ability to prioritise work	