



JOB PROFILE CATERING ASSISTANT



November 2022
(or as soon as possible thereafter)



We are looking to recruit a Catering Assistant to work in our state of the art kitchen as part of a dedicated and professional team to provide high quality catering to the School community.

Main duties/responsibilities:

- Assist with the preparation of food as directed by the General Services Manager.
- Assist with the preparation of fruit and vegetable products which will include but not be limited to; cutting, slicing and chopping etc.
- Ensure effective and timely set-up and clear down of; dining room (including floors), service counters, serving food in accordance with the cleaning schedule.
- Be responsible for the cleaning of crockery, cutlery and service utensils within the wash up area (including the operation of dishwashers etc) in accordance with the cleaning schedule.
- Assist with ensuring the highest levels of cleanliness and hygiene are adhered to when cleaning fridges and chill cabinets etc.
- Be responsible for the removal of food waste and other waste products to exterior holding containers.
- Be responsible for the decanting and storage of fruit, vegetable and other food items as required.
- Ensure the highest possible standards of presentation by ensuring that displays, fixtures, fittings and premises are maintained in accordance with the cleaning schedule.
- Help maintain daily food logs to comply with current food safety legislation (e.g. food temperature checks).
- Contribute towards the delivery of hospitality and events around site including the set-up, service and clear down as required.
- Deal with customer (students, staff, visitors) queries or requests in a polite and efficient manner.
- Present a smart, professional appearance and good personal hygiene.

- Attend meetings and training sessions as required.
- Report any incidents of accident, fire, theft, loss or damage and act appropriately.
- Carry out any reasonable request from any member of the Management team within the general scope and purpose of the job.
- Cleaning duties to help cover absence.

Terms and Conditions

Part-time: Monday to Friday (07:00 - 15:00)

Term time only

Salary: £10.20 per hour

Non-contractual benefits

- School's Pension scheme as well as a death in service benefit.
- Staff at Luckley House School are eligible for a staff discount on basic tuition fees subject to their child(ren) meeting the entrance requirements.
- All staff may park in the school car park.
- Employee Assistance Programme (EAP).

How to apply

For further details please contact Mrs N Hall, HR Manager on 0118 978 4175 or email narene.hall@luckleyhouseschool.org

Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

Closing date: 21 October 2022 (noon)

We reserve the right to interview and appoint before the closing date.