

JOB PROFILE

CATERING ASSISTANT/POT WASHER

To start: January 2025



Lucklex
HOUSE SCHOOL



CATERING ASSISTANT/POT WASHER

We are looking to appoint a reliable and hardworking Catering Assistant/Pot Washer to join our dedicated, friendly and professional team.

Main duties/responsibilities:

1. 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.
2. Removing food residue and grease by scraping, pre-soaking, and scrubbing pots and pans.
3. Organising and arranging cleaned utensils, ensuring proper storage.
4. Ensuring cleanliness and tidiness in the dishwashing area, including maintaining sinks, countertops, and floors.
5. Assist with ensuring the highest levels of cleanliness and hygiene are adhered to when cleaning fridges and chill cabinets etc.
6. Ensure effective and timely set-up and clear down of; dining room (including floors), service counters, serving food in accordance with the cleaning schedule.
7. Be responsible for the removal of food waste and other waste products to exterior holding containers.
8. Assisting kitchen staff with basic food preparation as required.
9. Present a smart, professional appearance and good personal hygiene.
10. Contribute towards the delivery of hospitality and events around site including the set-up, service and clear down as required.
11. Deal with customer (students, staff, visitors) queries or requests in a polite and efficient manner.
12. Maintain standards of safety and hygiene as per legislation and other statutory requirements.

13. Attend meetings and training sessions as required.
14. Report any incidents of accident, fire, theft, loss or damage and act appropriately.
15. Carry out any reasonable request from any member of the Management team within the general scope and purpose of the job.

TERMS & CONDITIONS

Permanent, part time,

Term time only plus INSET DAYS and up to 12 cleaning days in the holidays.

The hours of work are Monday to Friday 09:00 to 15:00 with a 30-minute lunch break each day (unpaid).

Salary: £12.01 per hour.

NON-CONTRACTUAL BENEFITS

- School's pension scheme with a generous employer's contribution, as well as a death in service benefit.
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements.
- Staff carpark.
- Employee Assistance Programme (EAP).
- Free lunches during term time.
- Use of the school gym.

HOW TO APPLY

For further details please contact HR on 0118 974 3207 or 0118 974 3223 or via email: recruitment@luckleyhouseschool.org

Alternatively, an application form can be downloaded from the School website <https://www.luckleyhouseschool.org/about-us/job-vacancies/>

Closing date: Wednesday 20 November 2024

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