



# Felsted

## FELSTED SCHOOL JOB DESCRIPTION Food Service Assistant

### **The Role**

Accountable to: Catering Supervisor (Prep School) through to the Assistant Catering Manager

The role of a Food Service Assistant is to work with the Assistant Catering Manager and Catering Supervisor in the day-to-day operational duties associated with a kitchen environment. These duties will include washing up, clearing away, wiping down surfaces, serving pupils and staff during the lunchtime period and cleaning floors.

### **Role Responsibilities** (illustrative, not exhaustive, list):

- To wash up using the industrial dishwasher on a rota basis
- To ensure the kitchen and dining room areas are clear, clean and tidy after the lunchtime service
- To be aware of customers (i.e. pupils) dietary requirements (nut, dairy or wheat allergies)
- When plating food on the servery, ensuring food is presented and served in the correct and consistent manner
- To clear away plates/trolleys throughout the lunchtime service and wash (on a rota basis)
- To work as part of a team after the service in the clearing away, washing up, wiping down etc of kitchen equipment, cutlery, plates etc
- To ensure that legal and company regulations regarding hygiene, health and safety are complied with
- To promote a friendly working relationship with colleagues
- To promote a good company image to customers and have a positive 'can do' attitude towards customer service
- To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities
- To assist at School events and functions, some of which may occur outside normal working hours
- To report any complaint or compliment and take action if at all possible
- To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible
- To attend meetings and courses when required
- Any other reasonable ad-hoc duties as requested

### **Skills, Knowledge and Experience**

#### **Essential:**

1. Positive 'can-do' attitude towards customer service and the catering industry
2. Able to work under pressure in a busy environment while remaining professional and calm
3. Good timekeeping and communication skills
4. Flexible approach to work in a busy School
5. Able to work on own initiative and work well with other
6. Promote positive working relationships
7. Understand and commit to the Safeguarding of Children

**Desirable:**

8. Previous experience of working in a busy front of house role
9. Hold an NVQ Level 2 in food preparation and cooking or hold an equivalent qualification
10. Previous experience of working in an educational environment.

**Reward and Recognition**

- Employer and employee contributory Pension scheme (matched contribution at 4%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free uniform
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

**Terms of Employment**

- Permanent contract
- Working during term-time, plus two additional weeks both within and outside of term-time for meetings, training, kitchen cleaning and School events, equating to 36 weeks per year.
- The working hours are 11:00am to 2:00pm on Monday, Tuesday, Thursday and Friday and 11:00am to 5:30pm on Wednesday (totalling 36 weeks per year), and 10:00am to 2:00pm on Saturday (totalling 24 weeks per year).
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Salary of £8,254.92 per annum

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_