



ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



The post of Catering Assistant

The Role

Reporting to the Front of House Supervisor in the first instance, the Catering Assistant will provide an efficient customer service in line with Roedean standards complying with Food Safety Regulations as indicated in HACCP.

Main Duties

- To carry out general catering duties, to include, Front of House, manual handling and cleaning duties.
- Flexibility to adapt to change, working within the three areas on site and maintaining a high level of service.
- Ensure the service of food is prompt and efficient and to the Roedean standard.
- Ensure all counters are kept clean and well stocked throughout service periods.
- Ensure that seating areas are clean and tidy and sufficient quantities of clean crockery, cutlery etc are readily available.
- Participate in pre-service briefings in conjunction with the Front of House Supervisor/ Assistant Head of Catering.
- Ensure one has a full knowledge of dishes and the correct portion sizes are adhered to at all times.
- Ensure that the guidelines for counter and service presentation are maintained at all times.
- Ensure that all legal hygiene requirements in presentation, holding and serving of food required for service are understood, and that these requirements are carried out accordingly.
- Inform the Chefs in advance ensuring that the counters remain topped up in order to ensure a quick and efficient service, keeping queues to a minimum.
- Ensure that temperature monitoring on every service, daily work schedules and cleaning schedules are completed and checked.

- Maintain all quality assurance standards as indicated in HACCP.
- Report any complaint received about the standard of catering service provided to the Front of House Supervisor/Assistant Head of Catering/ Head of Catering.
- Fully participate in both school and external events, to include internal and external function requests throughout the working day.
- Maintain good levels of communication with the Front of House Supervisor/Assistant Head of Catering, attending team meetings as necessary.
- Assist, where necessary, with the setting up and clearing down of both internal/external functions.
- Attend to any other reasonable requests commensurate with your duties.

Hygiene, Health and Safety

- Ensure compliance with hygiene, health and safety legislation and Roedean rules and regulations as laid down in the staff handbook.
- Participate in the implementation of cleaning schedules, and ensure that schedule checklists are completed on a daily basis, ensuring that all areas and equipment are kept in a hygienic and safe condition.
- Ensure that all the correct uniform is worn when on duty on a daily basis and that a high standard of personal hygiene is adhered to; also that uniform is changed into on the premises and not worn to work.
- Ensure that company and statutory safety procedures are adhered to.
- Report all accidents as they occur and report any defective equipment and hygiene, health and safety hazards to the Front of House Supervisor/Assistant Head of Catering/ Head of Catering.

Client and Customer Relations

- Maintain a professional image by being polite, helpful and courteous at all times.

Person Specification

Essential

- Good standard of education
- Sound teamwork ethic
- Good communication skills
- Ability to work under pressure

Desirable

- Basic Food Hygiene Foundation Certificate

Package

Salary: Roedean NTS Point 10 (£8.37 per hour).

Hours: 10.30am – 2.30pm, Monday – Friday, term time only (34 weeks) or 40 weeks if required

Other benefits include:

- **Pension** - Contributory pension scheme for administrative staff
- **Wellbeing** – free use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work at no cost. Staff have access to a free confidential counselling service. Subsidized staff bar and social events each half term.
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 %)
- **Free school meals** whilst on duty
- **Death in service benefit**
- **‘Cycle to Work’ scheme**
- **Library** – all staff are able to borrow books and DVD’s without charge
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Appointment details and how to apply

Applicants must complete the application pack and return it to vacancies@roedean.co.uk or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.