**JOB DESCRIPTION**

**Post Title:** Catering Assistant

**Department:** Catering

**Responsible To:** Head of Catering

**Location:** Worksop College

**Post:** Part time hours

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to, and ensure compliance with, the Company’s 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 either School she/he must report any concerns to the relevant School’s designated persons, currently Mrs Charlotte Futter and Mr Ian Parkin and Mr Mark Pymm at Worksop College and Mr Dan Simpson and Mrs Helen Clark at Ranby House Preparatory School, Ranby House; or in their absence, go straight to the respective School Headmaster.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within the School. Duties must be carried out in strict compliance with the School’s policies on equal opportunities and health and safety.

Purpose

Set in stunning 300 acres, Worksop College is a stimulating and rewarding environment in which to work. Every member of the team must be committed to delivering the highest quality and standard of catering service.

The Catering Assistant will be responsible for ensuring that all Catering areas are cleaned and maintained to a high standard. They are also required to assist with the service of food and beverages throughout the School.

The kitchen is a busy operation offering a food service to students, staff and visitors to the College, which includes the commercial lets business which takes place outside of term-time. The team is comprised of Chefs and Catering Assistants who are responsible for delivering high quality food from scratch.

Our ideal candidate will have previous experience of working in a busy catering environment with the ability to work at a fast pace.

You must have excellent communication skills, be able to work on your own initiative and be neat, clean and tidy. You will have a thorough knowledge and understanding of the importance of kitchen hygiene and food preparation, ideally with a Food Hygiene Certificate. Waiting on experience would be an advantage but not essential.

**Main Responsibilities**

* Assist with the setting up service counters, serving food and clear down of area afterwards within the main dining hall area and boarding houses
* Assist with the cleaning of all crockery, cutlery and service utensils within the plate room area
* Ensure the highest possible standards of presentation by ensuring that displays, fixtures, fittings and premises are maintained in accordance with the cleaning schedule
* Contribute towards the delivery of hospitality and events around site including the set-up, service and clear down as required
* Deal with customer queries or requests in a polite and efficient manner
* Present a smart, professional appearance and good personal hygiene
* Maintain standards of safety and hygiene per legislation and other statutory requirements

As the employment is within a school it is necessary for us to undertake Enhanced DBS and reference checks for successful applicants.

**Other Matters**

You will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high standards of business practice.  This job description therefore may be altered from time to time to meet the changing needs of the School.

**Health and Safety**

The School is committed to ensuring the Health and Safety of all who learn, work, live and visit the School. You must take reasonable care for your own health and safety and that of other persons who may be affected by your activities. All safety instructions must be obeyed and the required training undertaken. All accidents and near misses must be reported and recorded within the Accident Book available on both sites.

**Safeguarding & Child Protection**

For this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

**Disclosures**

We will appoint, train, develop and promote based on merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record, which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitations of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

**Equal Opportunities**

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.