



Saint Felix School

Job Description – Catering Assistant

Please note that this non-contractual Job Description is not fully inclusive and tasks may change according to operational needs

Catering Assistant - Saint Felix School are looking for an enthusiastic person with good organisational skills, a good eye for attention to detail and the ability to work alone or as part of a close team. This role involves lots of common sense, energy and the foresight to see where you will be most helpful next.

Role Purpose

The Catering Assistant will be responsible for ensuring that all catering areas are cleaned and maintained to a high standard. In addition, they are also required to assist with the production and service of food and beverages throughout the School. Saint Felix is a co-educational boarding school and the kitchen is a busy operation offering a food service to over 450 staff and pupils seven days a week during term time and for commercial letting that 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 in both the dining room and Sixth Form Refectory.

Line Management

Reports to: Chef/Manager and Dining Room Supervisor

Key Interfaces: Bursar, Senior Leadership Team, whole staff and pupils

Staff Reports: Nil

Responsibilities

- Assist with the setting up service counters, serving food and clear down of area afterwards within the main dining hall area and Sixth Form Refectory
- As required, to deliver service in the Sixth Form Refectory
- Ensuring all tableware and chafing dishes are properly cleaned and sanitized before each catering event
- Ensure the highest possible standards of presentation by ensuring that displays, fixtures, fittings and premises are maintained in accordance with the cleaning schedule
- Performing basic food preparation tasks, which include washing, peeling, and cutting fruit and vegetables, seasoning and slicing meats, and preparing sauces and salads
- Disposing of rubbish
- Organising linen laundry
- Cleaning the food preparation equipment, floors and other kitchen tools or areas
- Appropriately storing clean chafing dishes, tableware, platters, and equipment

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

Work with others

- To develop a professional relationship with staff and pupils at all times
- Ensure all pupil safeguarding requirements are fully met at all times

General

- The duties in this job description are not exhaustive. Saint Felix is an educational establishment and all staff are expected to participate constructively in School activities and to adopt a flexible approach to their work
- The post holder may be required to undertake other duties that may be required from time to time within the general scope of the posts
- Contribute to the overall development of Saint Felix School strategies and plans
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Attend meetings, conferences and training courses as requested
- The post holder is required to undertake these duties in compliance with all company policies
- Undertake any other responsibilities as may reasonably be required from time to time
- To assist in other units as may be required in an emergency

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school'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 the school, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Requirement	Essential	Desirable	Method of Assessment
Qualifications	GCSE or equivalent (English & Maths) Food hygiene certificate level 2	Food hygiene certificate level 3	Application
Experience	Working within a customer focused environment Passion for working within the Catering industry		Application & Interview
Skills and Knowledge	Able to assist in providing a proactive team approach to support Students in their School life by encouraging them to choose a varied healthy eating lifestyle and a responsible attitude to food	Awareness of Safeguarding requirements and good practice within an educational setting Experience with Food Allergies, Special Diets and Labelling Food service and preparation	Application & Interview
Attributes	Ability to work in a high-pressure environment Self-motivated and able to work alone without direction Tactful and discreet, whilst mindful of observing Safeguarding and professional standards Passion about food & customer service Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development Tidy & neat appearance Innovative Adaptable and flexible with working patterns when required		Application & Interview
Other	There is an expectation that there will be occasional out of hours attendance		