

LORD WANDSWORTH COLLEGE



JOB PROFILE

SUNDAY CATERING ASSISTANT

SEPTEMBER 2018

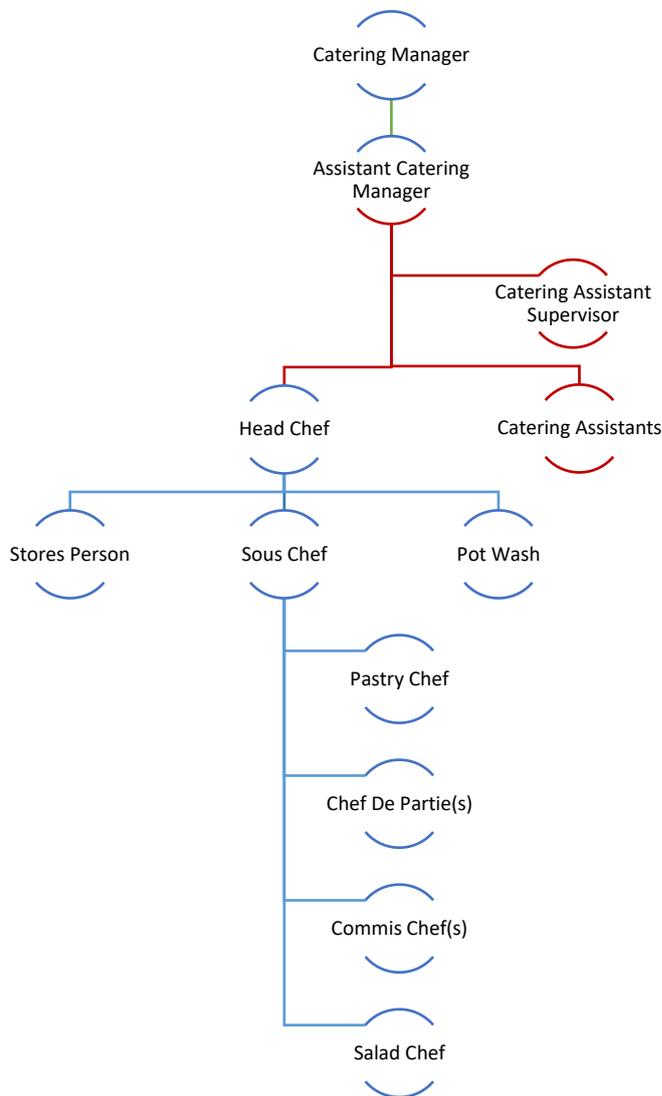
THE COLLEGE: Lord Wandsworth College (LWC) is one of the country's leading co-educational boarding and day schools and is currently growing towards 650 pupils aged 11-18 years. Set within 1,200 acres of its own farmland on the North Hampshire/Surrey border, LWC offers a rich education designed to allow its pupils to flourish in a rapidly changing and challenging 21st century world. A pioneering character education programme overarches the excellent academic, co-curricular and pastoral provision, through which countless opportunities are created for pupils to develop the qualities and attitude of mind needed to lead successful and fulfilled lives now and in the future. The College was founded a century ago to provide an education for children who had lost one or both parents and their time was spent in the College and working on the College farm which was, and remains, an integral part of the LWC landscape. After the Second World War, fee-payers were admitted as the agricultural side of the College changed. The Lord Wandsworth Foundation is central to the ethos of the College, and it continues to support about fifty children. These Foundationers, although not identified in any way in the College, add a stimulating dimension to the College's make-up.

The College had an ISI Inspection in 2017 the report may be read at www.isi.net



JOB PROFILE & PURPOSE: Lord Wandsworth College seeks to appoint Catering Assistants to support the busy catering team. This is a support role providing excellent customer service in the preparation, presentation and service of food, beverages to staff, young people and visitors. This includes but not limited to providing assistance in presenting prepared foods and associated cleaning and kitchen hygiene duties. Catering Assistance will take part in the best practice to promote and improve the catering service. Previous experience of food service is welcome but not essential as full training will be given.

REPORTING STRUCTURE: Catering Assistant; Catering Assistant Supervisor; Assistant Catering Manager; Catering Manager; Bursar.



THE CATERING DEPARTMENT

JOB DESCRIPTION:

Internal

- Will work extensively with the Catering Supervisor to support the delivery of food service and associated kitchen hygiene/cleaning.
- Working with all other members of the Catering Team, all academic and support staff, this includes administration staff and facilities departments.

External

- Professional service suppliers and providers, where relevant
- Parents
- Friends of the College.

KEY RESPONSIBILITIES:

Rostered tasks

- Food service to pupils
- Dessert Floater
- Clearing of trays from trolleys
- Loading dishwasher
- Putting clean equipment away

Key duties will include (but not limited to):

- The clearing/washing drying of all appropriate cutlery/crockery
- Clearing down of service counters
- Cleaning of dining tables
- Sweeping and moping of dining hall floors
- Sweeping and moping of kitchen floor
- Emptying and removal from the kitchen of all refuse.



PERSON SPECIFICATION AND QUALIFICATIONS

The catering department is very well equipped and the catering team take pride in seeking new ideas of how best to vary customer choice and continue to promote 'healthy eating' for all. The catering assistant will be able to contribute towards a strong team spirit and add value to the customer service ethos. It is essential to communicate well within the team to maintain pleasant and harmonious relationships between colleagues and all customers whether pupils, staff or visitors.

QUALIFICATIONS AND SKILLS:

- Good standard of education, to include completion of compulsory education.
- To be self-sufficient in delivery of duties, including use of cleaning and kitchen hygiene.
- Willingness and ability to take part in mandatory induction training and further relevant job specific duties.

PERSON SPECIFICATION

The post holder will benefit from the following attributes and experience:

- Serve food and drink to customers (pupils, staff, parents and visitors) as directed
- Assist with the replenishment of food, beverages and equipment to ensure service continues smoothly.
- Assist with hygienic cleaning of utensils and work areas after service
- Assist with the implementation of cleaning schedules to agreed standards
- Promote a friendly working relationship with colleagues
- Promote a good company image to customers and guests by using positive customer service practices.
- To assist with the setup, service, clearing and cleaning of function catering as requested.
- To undertake occasional duties outside the normal routine but within the scope of the position and departments activities. Including, as requested, at special functions, some of which may occur outside normal working hours, for which you will be paid by time sheet at a higher rate consistent with evening shift.
- 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 where possible.

Essential:

- Good communication skills
- Experience of working in a similar industry such as food service, catering or hospitality

- Previous food handling experience
- Ability to adhere to all Health and Safety practices
- Strong customer service skills
- High levels of personal hygiene and appearance

Desirable:

- 1-2 years plus of relevant experience, ideally within a school or similar medium sized business
- Basic certificate in general hygiene
- Experience of working in an environment where compliance to standards is key.



PERFORMANCE STANDARDS: Performance standards are acceptable when:

- Good standards of communication the Assistant Catering Supervisor and Assistant Catering Manager, in particular but this should extend to the Catering team.
- The position holder understand and then carries out catering assistant duties as specified by the Assistant Catering Manager, assisted by the Assistant Catering Supervisor.
- A satisfactory performance is reached in supporting the catering team and function of the department.

Appropriate training will be given during your induction period to ensure avoidance of any possible workplace health and hygiene hazards, including the steps you need to take to protect yourself as good practice.



OUTLINE OF MAIN TERMS, CONDITIONS & BENEFITS

PAY: Basic rate of pay term-time: £7.88 per hour (16yrs – 20yrs) and £9.32 per hour (21yrs +). Any additional hours will be paid at your agreed rate of pay on completion of a timesheet. This will be paid on a monthly basis by BACS on the last working day of each month into your Bank Account or Building Society

HOURS OF WORK: This position is for 9 hours per Sunday. The hours will be worked approximately 9.30am-6.30pm.

ANNUAL LEAVE: 28 days paid holiday entitlement plus Bank Holidays based on an average of 5 working days, to be taken during college holidays. If you start or leave during the holiday year or work part of the year or less than 5 days per week, the holiday entitlement of 28 days is applied pro rata, to be taken during college holidays. As your hours of work are during term time your holiday entitlement is calculated on how many hours a week are worked on average over the whole year and is paid to you at the end of the temporary contract in August.

HOLIDAY ENTITLEMENT: Our holiday year runs from 1st September each year. Paid holiday entitlement accrues at the rate of 28 days for each complete calendar year, based on an average of 5 working days, plus Bank Holidays. If you start or leave during the holiday year, or work less than 5 days per week the holiday entitlement of 28 days is applied pro rata.

PROBATIONARY PERIOD: A contractual six-month period will operate; regular monthly reviews will take place for 4 months with final review 5-month final review. After successful completion of the given probationary period, an annual appraisal will take place.

BENEFITS & PENSION: Benefits associated with the position include death in service cover. You may be eligible after three months service to our Group Medical Insurance Scheme and College's contributory Group Personal Pension Scheme; premiums of both schemes are paid by the individual. Use of the College sports facilities. Lunches are currently provided during term time only (on full working days).

HEALTH AND SAFETY: All members of staff must comply with Health and Safety legislation and policies and Equal Opportunities policies.

CHILD PROTECTION: Schoolchild protection procedures must be adhered to. All staff are required to attend a Child Protection course run in-house during their induction period, which covers confidentiality aspects of working as a team.

DISCLOSURE AND BARRING CHECK (DBS): All new employees at Lord Wandsworth College can only be employed once a Criminal Background Check and Children's Barred List check has been carried out by the DBS, and satisfactory references have been obtained.

DATA PROTECTION ACT: All members of staff are bound by the requirements of the Data Protection Act 1998 and its successors, and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal. As such, you will be expected to comply with statutory Data Protection and implement good practice in data handling processes.

DISCIPLINARY AND GRIEVANCE PROCESS: The College complies with the ACAS statutory Code of Practice on discipline and grievance, providing practical guidance to employees, their representatives and the line manager and sets out principles for handling disciplinary and grievance situations in the workplace.

EMPLOYMENT POLICIES: For further information on all College policies including the Disciplinary and Grievance process, please access the VLE/Resources/Staff/Polices on the following link: <http://vle.lordwandsworth.org/policies>

RESPONSIBILITY FOR OWN CONTINUING EDUCATION/TRAINING: All employees have the responsibility to take part in any appropriate in-house or off-site courses or training that are deemed necessary for performance of the role.

INDUCTION: The school follows an established induction programme for all new staff comprising mandatory training for those working in education. Appropriate training is mandatory.

FURTHER INFORMATION: Any further employment or application questions should be directed to the HR Assistant on 01256 860296 or timminsg@lordwandsworth.org Alternatively, please contact the HR Advisor on 01256 860217 or patemanj@lordwandsworth.org

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing College environment.

CDJ

Summer 2018

Please sign below to confirm that you have read and accepted the role as defined above. I acknowledge of this receipt of this document. I am aware a signed copy will be kept with my records of employment.

Employee signature:		Date:	
Print name:			

