

# LORD WANDSWORTH COLLEGE

A GREAT FOUNDATION

## Job Description

### KITCHEN ASSISTANT, LWC

**THE COLLEGE:** Lord Wandsworth College is an ambitious and forward-thinking independent, HMC co-educational boarding and day school of around 620 pupils, aged 11-18. It enjoys a fine reputation for its very high standards, pastoral care and superb all-round education. This is embodied in our exceptionally wide and high-quality co-curricular programme alongside a passion and drive to be sector leading in Pupil Voice and Character Education. LWC is a popular school, growing significantly - despite the sector challenges – in the past decade. We aim to develop a 'can do, will do' mindset and to nurture and inspire our learners. We believe in them and go the extra mile for them.

LWC is situated in an estate of 1200 acres in a rural area of Hampshire and within the village of Long Sutton, yet only 15 minutes from Hook / Winchfield stations which are less than an hour from central London. The College was founded in the early twenties to provide an education for children who had lost one or both parents and their time was spent not only in school but also working on the farm which was, and remains, an integral part of the LWC landscape. The Lord Wandsworth Foundation still continues to support about fifty children. These Foundationers add a stimulating dimension to the school's make-up and the Foundation is central to the ethos of LWC.

### The future

LWC is in the middle of an exciting development programme, involving the investment of well over £20 million in outstanding facilities through a transformational campus masterplan focused clearly on teaching and learning and the individual. Most important, though, is the quality of our staff, and their professional development is hugely important to us. We hope everyone finds us warm, welcoming, open and really focused on working hard to do the very best we can for all the pupils in our care.

### Our five core values:

These are integral to LWC's ethos and aspirations for the years ahead and are at the heart of what we do:

- +1 (what one more thing can you do to make a difference to others)
- +2 (we aim to treat every pupil two years ahead of where they should be, academically)
- +3 (we are passionate about welfare, wellbeing and good mental health for all)
- +4 Pupil Voice (we aim to be the leading school in the UK within 5 years)
- +5 Character Education (we aim to be a leading voice in the UK within 5 years)

The College had an ISI Inspection in 2017 the report may be read at [www.isi.net](http://www.isi.net)

## **JOB SUMMARY**

**DEPARTMENT:** LWC Catering Department.

**ACCOUNTABLE TO:** Roger Cole, Head Chef

### **THE ROLE AND PURPOSE:**

- To prepare a variety of fresh vegetables, salads & fruit on a daily basis for use by chefs.  
To also help in the production of homemade filled baguettes.

### **MAIN TASKS AND RESPONSIBILITIES:**

- Ensure that all food is prepared, displayed and served to the highest possible standard at all times in line with menu specifications & best food hygiene practices.
- Ensure that kitchen preparation and clear down procedures are followed on a daily basis.
- Ensure that a high standard of kitchen cleanliness is maintained at all times.
- Assist in the management of food standards, due diligence and quality across all stages of food preparation and production.
- Ensure minimum wastage occurs within the kitchen, implementing ideas for reducing wastage wherever possible.
- Assist with the effective management of stock control and portion control.
- Comply with all Company policies, procedures and statutory regulations including H&S, environmental health, safe working practices, hygiene, cleanliness, fire & COSHH.
- Ensure that full 'due diligence' is followed & completed after each shift.
- To implement all new ideas and procedures as instructed by Head Chef.
- To support front of house at all times.

### **IRREGULAR DUTIES:**

- To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or reports.
- To attend meetings and training courses as requested from time to time.

### **BENEFITS** associated with the position include;

- A contributory Group Personal Pension Scheme, premiums are matched up to 6%;
- Eligibility after three months service to our Group Medical Insurance Scheme (premiums are paid by the individual);
- Death in service cover to the value of four times your annual salary for all support staff;
- Free lunch/supper will be provided when working hours go over a lunch or tea break.
- Uniform provided, to be laundered by the individual. A petrol allowance for business purposes will only be paid if the LWC pool car is not available.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Completion of compulsory education to a satisfactory standard	✓	
Basic 'food hygiene certificate'		✓
Basic Health & Safety certificate		✓
<b>Experience</b>		
Fully competent with all basic H&S and food hygiene practices		✓
<b>Knowledge</b>		
Keep up to date with new market trends and fads.		✓
<b>Skills and Personal Attributes</b>		
Enthusiastic and willing to learn from every new situation.	✓	
An ability to support other members of the catering team	✓	
Ability to work well under pressure.	✓	
Good time management and organisational skills	✓	
Smart and appropriately dressed in chefs' whites at all times	✓	
Excellent interpersonal skills and ability to communicate effectively with catering staff, pupils and parents at all levels	✓	
Ability to set standards and operate to performance criteria, with particular regard to all health & hygiene regulations	✓	
Positive approach to learning in role and identifying own training needs as appropriate	✓	
Flexible approach to role	✓	



## **OUTLINE OF MAIN TERMS, CONDITIONS & BENEFITS**

**UNIFORM:** A chef's uniform will be provided by the college to be worn at all times.

**PAY:** The salary for this post is £9,405 + £1,357 = £10,540 per annum. 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.

Overtime will only ever be paid on submission of a time sheet authorized and signed by 'the catering manager' for hours worked in excess to the above. The rate to be agreed in advance by the catering manager depending on the work being undertaken.

### **HOURS OF WORK:**

8.00am to 2.30pm (30 Hours paid per week) Monday to Friday, 33 weeks per year, term time only.

**HOLIDAY ENTITLEMENT:** Our holiday year runs from 1 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. Holiday can not be taken during term time.

**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 Recruitment & Compliance Coordinator on 01256 860316 or [richmondj@lordwandsworth.org](mailto:richmondj@lordwandsworth.org) alternatively, please contact the HR Advisor on 01256 860217 or [patemanj@lordwandsworth.org](mailto: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  
September 2019

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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:			

