

OSSL

OLD SWINFORD SERVICES LIMITED

Catering Assistant

Person Specification

The successful candidates will be able to demonstrate the following skills:

- Flair and passion for food;
- Good customer service skills;
- Experience of working in a catering environment would be desirable;
- Knowledge of basic catering practices;
- Able to pay attention to detail and is able to check own work;
- Reliable and punctual;
- Self-motivated with the ability to work under pressure;
- Be a team player with a 'can-do' attitude;
- Demonstrate a high standard of personal cleanliness and appearance;
- Polite manner in dealing with pupils and staff;
- Good communication skills.

Job Specification

Overall Objectives: To provide a professional catering service, ensuring that standards are maintained and that Schools expectations are met.

Specific Responsibilities:

- To ensure all food is presented and served in line with School standards, using innovation in the method and style of presentation and food service;
- To ensure that all agreed service objectives are met in line with client expectations;
- To treat your team at location as you would expect to be treated;
- Preparation of fresh food;
- The serving of meals ensuring correct portion control;
- Ensure the food safety of pupils with particular and special diets;
- General kitchen duties, for example washing up, cleaning of floors, walls and catering equipment.
- Preparation of the serving and dining area;
- Laundering of kitchen towels / clothes etc;
- Cleaning of dining furniture;
- Ensure good food hygiene and health and safety regulations are adhered to at all times;
- To have good communications skills to enable effective dialogue with colleagues, staff, pupils and visitors;
- To be organised and self-motivated, able to meet deadlines and targets and work well under pressure;

- To carry out all reasonable duties as requested by the Catering Manager or the Bursar.

General Duties:

- To ensure that all standards of food preparation and service are established and achieved in line with the School guidelines and policies;
- To adhere to existing working practices, methods, and procedures;
- To comply with all company policies.

Health & Safety, Food Safety, the Environment:

- To help ensure that the School meets statutory and company requirements in Health and Safety, Food Safety and environmental legislation and procedures;
- To record and report all accidents within the location adhering to location and company procedures;
- To ensure all equipment is well maintained and is in good working order;
- To maintain and record cleaning schedules;
- To attend all health and safety training courses as required;
- To promote and encourage environmental improvement initiatives as appropriate within the business.

Suitability to Work with Children

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.