

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Catering Assistant
<b>REPORTS DIRECTLY TO:</b>	Hospitality Supervisor / Head Chef
<b>FUNCTIONAL RESPONSIBILITY:</b>	Catering Manager
<b>OTHER REGULAR RELATIONSHIPS:</b>	Catering Assistants Students and staff

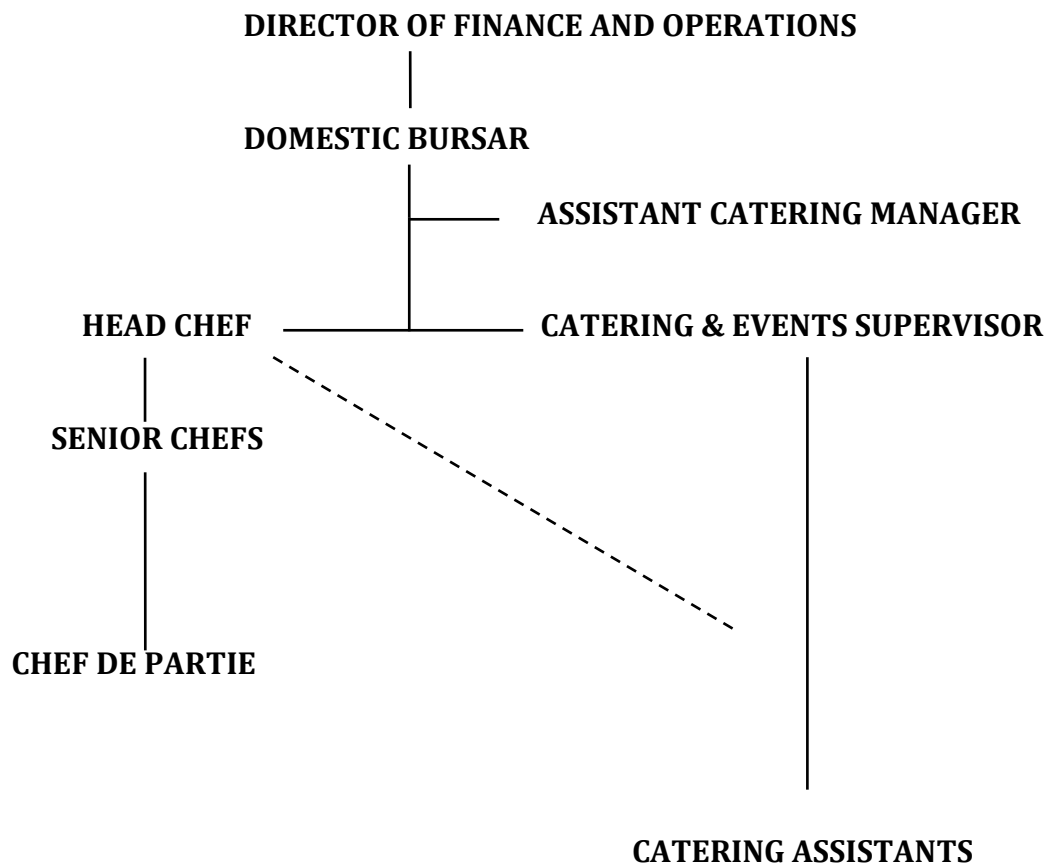
**JOB PURPOSE:** To assist in the efficient running of the Catering Department with the emphasis on the service of all food and beverages as required throughout the school; maintaining the cleanliness of all equipment and associated department areas to a high standard of hygiene.

### MAIN RESPONSIBILITIES

- To serve meals in the Dining Room to Students and Staff on a daily basis.
- To assist as and when necessary with the service of tea, coffee and light refreshments in various locations of the college.
- To assist with preparation of packed meals for outgoing visits and the preparation of refreshments for sports functions and other events as required.
- To assist the Chef with basic food preparation as and when required.
- Day to day cleaning of the Kitchen and Refectory including all floors, walls, tables, chairs, working areas and all equipment involved as directed by the Head Chef or Catering Supervisor.
- To ensure the cleanliness of the immediate area outside of the kitchen entrance including the refectory kitchen fire exit on a daily basis, including weekends.
- The washing of all cutlery, crockery, food trays, glassware and cooking utensils as required to the mandatory hygiene standards.
- To assist with the washing-up process as and when necessary by use of the automatic dishwashing machine in conjunction with kitchen assistants.
- To correctly dispose of all food and other waste to ensure the prevention of pest infestation.
- To keep all areas of the department clean and tidy at all times.
- To ensure that all equipment is switched off and the kitchen / refectory is locked at the end of the evening shift. The instruction regarding lock up procedures must be signed prior to securing the main kitchen door.
- All members of the Catering Team are expected to be available to work during busy periods, for example Christmas events, and annual School events, examples of which are, Prize Days and Exhibition Day.
- **Security** - To ensure that all equipment is switched on and off in the manner prescribed by the catering manager's instructions.
- **Security of food** - To ensure that food stock is secured throughout the shift and particularly at the end of each shift by locking up.

- To pay particular importance to high levels of personal hygiene and a clean and tidy appearance.
- To work according to food safe standards as stated in the School's food safe policy and procedures.
- To be responsible for the safe completion of each task ensuring that all Health & Safety and Environmental Health regulations are fully observed and in particular, that the obligation of 'due diligence' is understood and complied with at all times.
- Report all defects and breakages of equipment, machinery and associated items to the Head Chef, Catering Supervisor or the Catering Manager as soon as possible.
- The area of responsibility within the Catering Department includes the Refectory, the Community dining area, the Kitchen and the rest rooms.
- To work according to the School's policies and procedures.
- To undertake any other duties that may be necessary from time to time to ensure the efficient running of the College.

### **Catering Department Organisation Chart**



This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

**Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.**

## **Additional Information**

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. With 910 students ranging from age 3 to age 18, the Catering Department is a very busy one, playing key role in the life of the School.

The School employs over 300 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

### **Hours of work:**

- 10.30am to 4.30pm, Monday to Friday, 30 hours per week, term time only over 34 weeks

### **Salary**

- Rate of Pay: £10.42 per hour
- 34 weeks per year
- Holiday pay (5.6 weeks) will be added to the annual salary which is then split into 12 equal monthly payments
- As a term time only contract all holidays must be taken during School holidays.
- This appointment is subject to the conditions of employment for support staff.

### **Other Benefits:**

- Free parking
- Free beverages
- Contributory pension scheme

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