



RADLEY

JOB DESCRIPTION

Job Title:	Food Service Assistant
Reports To:	General Manager/Duty Manager/Head Chef/Duty Chef
Location:	Catering Department, Radley College
Job Purpose:	To provide a high quality catering service for students and staff.

KEY DUTIES

- Assisting with the provision of meals for students and staff and to assist with other catering options.
- Effective communication with team leaders to ensure duties are performed to a high standard.
- Maintaining appropriate health and hygiene standards at all times in accordance with legislation and statutory requirements.
- Preparation of the food service area and dining area for each meal service.
- Service of prepared food at agreed times including temperature control.
- To deal with customer queries or requests in a polite and professional manner.
- Undertake all cleaning duties as specified in the area cleaning schedules and check lists.
- To be involved in the process of washing all equipment, both kitchen and service items.
- Occasional provision of light refreshments for visitors or special functions.
- Providing holiday/absence cover for team members.
- Given sufficient notice, to prepare and assist at any extra service requested by the College which may sometimes fall outside your normal working hours.
- To attend staff meetings and training sessions as required.
- When working with temporary staff/new members of the team, act as an ambassador of Radley College and assist with basic direction and familiarisation of duties/standards, etc.

OTHER DUTIES

To carry out such other duties as may reasonably be requested by the management team.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

PERSON SPECIFICATION – FOOD SERVICE ASSISTANT

Essential

- High standards of personal hygiene.
- The ability to complete tasks with speed and accuracy.
- Strong verbal communication skills, both internally with departmental colleagues and externally with students and staff.
- Flexible approach.
- Keen eye for detail.

Desirable

- The ability to work to specified procedures consistently.
- The ability to handle all foods.
- The ability to communicate and understand written instructions/ information.
- Previous experience in a catering environment.