



## **JOB DESCRIPTION**

### **SERVERY ASSISTANT**

**RESPONSIBLE TO:** Catering Manager/Duty Catering Manager

**REQUIREMENTS:** Smart Appearance  
Ability to work on own initiative  
Pleasant, cheerful, helpful manner

### **MAIN DUTIES AND RESPONSIBILITIES**

- Arrive on time and report to the Catering Manager/Duty Catering Manager in good time if any absence or sickness will prevent you from working.
- Service of Breakfast, Lunch and Evening Meals to pupils and staff.
- Adhere to portion controls at all times.
- Service and replenish Common Room and other meeting rooms.
- Maintain a safe, tidy, clean and hygienic working environment to the required standard.
- Always work in a safe manner with regard to Health & Safety.
- Daily cleaning duties to the required standard.
- Deep cleaning of Dining Hall and Servery areas out of term time.
- Keep all equipment in a clean and safe condition.
- Report immediately any faulty equipment or maintenance defects/hazards.
- Setting up of and assisting with functions when required.
- Assist with temperature control of food and equipment.
- Carry out other relevant tasks as directed by supervisor, Catering Manager/Head Chef.
- To keep uniform clean and maintain a high standard of personal hygiene.
- To be aware of and understand all food hygiene regulations and safe handling of food.
- To be aware of and abide by the school employment rules, as laid out in the School Employment Handbook.
- To be aware of and abide by Health and Safety at Work Act, as laid out in the School Employment Handbook.
- To be aware of and abide by the School's Data Protection Policy

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.**