



## Gordon's School

### Catering Assistant – Job description

**Reports to:** Front of House Supervisor  
**Hours:** 9am to 5pm Sunday to Friday term time plus two weeks  
**Salary:** c£17,300 per annum plus meals

#### Main Purpose of the Job

The purpose of this role is to deliver excellent service as required within the Catering department to enable it to provide first class food and service to students and external customers.

#### Duties and Responsibilities

- You may be allocated any of the following tasks: counter service, wash up trolley management, scraping plates, loading wash up, cleaning duties, hospitality duties.
- To ensure all legal requirements and processes are fully implemented in accordance with health and safety legislation and school policies.
- To perform your allocated task to a high standard.
- Complete any tasks as requested by your supervisor.

#### Special Factors

- This role may involve a shift pattern.
- You will be required to wear the uniform provided.

#### Personnel specification

##### Relevant Experience/Knowledge

- Experience in a catering environment is desirable

##### Personal Skills

- A well presented appearance.
- Effective and positive communication skills.
- An interest in good food and providing a good service
- Flexible approach to work

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*