



Wimbledon College

Catering Assistant

Post: Catering Assistant
Contract: Casual/Temporary
Period: Summer Term 21
Salary: London Living Wage
Hours: **10am to 2.30pm** 4.5 hours per day (22.5 hours per week), term time only
Line Manager: Catering Manager
Location: Wimbledon College, Edge Hill, London SW19 4NS

Wimbledon College is a Catholic comprehensive school for 1250 boys, ages 11-18. The school is in the Trusteeship of the Society of Jesus which appoints a majority of the governors. The governors are the contractual employers of all teaching and support staff. There are around 79 teaching and 80 support staff in the school.

All potential employees are subject to child protection checks.

JOB PURPOSE

Preparing, cooking and serving of food and beverages, serving of meals, general kitchen and cleaning duties as directed. Supporting the Catering Manager and her team in the day to day running of the refectory in compliance with relevant Health & Safety and Food Hygiene requirements.

Work Context

Food service workers typically stand for long periods of time and often carry heavy trays. They work in kitchens that are hot, humid, fast-paced and can be noisy. Hours are subject to change

MAIN DUTIES

The duties of the Kitchen Assistant include:

To prepare the dining areas which may include moving and setting up furniture, setting trolleys and cleaning and dismantling of these as required.

To prepare the service areas, hot cupboards and other equipment in the kitchen/dining rooms for efficient and effective catering services.

To assist in the preparation, cooking and serving of food and beverages as defined by Wimbledon College.

To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining rooms and kitchen.

To clean on a daily basis all catering areas to standards laid down by Wimbledon College. To contribute to the creation of a welcoming and efficient food service which supports the school's healthy eating aims.

To inform the Catering Manager of any defects in equipment.

Such other related duties as are required to ensure the dining areas and kitchen are in a clean and hygienic condition and that the food service is efficient and effective.

To undertake any other duties that may be required for the effective operation of the catering establishment. This may include cash collection and banking.

To do some light cleaning duties, including toilets, during the quieter summer term when fewer pupils are in school due to exam leave.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

THE PERSON REQUIRED

Will comply with procedures covering child protection, health, safety, confidentiality and data security. Reporting any concerns to an appropriate person.

Will have patience and a sense of humour and be able to work in a busy environment;

Will be punctual and reliable;

Will be a methodical and practical worker, able to work without supervision and use initiative;

Must have a flexible approach and be willing and able to work as part of the catering team, ready to support his/her colleagues as the need arises.

Will be required to contribute and support the overall aims and ethos of the College. All staff are required to participate in training and other learning activities, and in performance management and development in line with the College's policies and practices.

Wimbledon College
May 2021