



## Job Description

### Catering Assistant

**Working Hours:** Monmouth School for Girls 4 hours per week, Sunday 4pm – 8pm term time only

**Responsible to:** The Foundation Bursar through the Catering Manager

#### Summary of the Role:

To assist in promoting the highest standards of catering and cleanliness within the School.

#### Main Duties and responsibilities

1. To assist in the serving and clearing of all food, beverages and associated utensils as required.
2. To undertake such supervised food preparation tasks as required.
3. To comply with Health and Safety regulations.
4. To ensure that the School's high standards for the cleanliness and maintenance of crockery, cutlery, glassware and kitchen and dining room equipment is maintained.
5. To complete statutory health and hygiene training and examinations.
6. To ensure that all perishable and non-perishable commodities are stored under the correct conditions.
7. To assist with routine cleaning operations as directed.
8. To assist with functions as required.
9. To immediately report any hygiene problems or incidents such as accident, fire, flood, theft, breakages or damage.
10. Any reasonable request made by the Catering Manager or Bursar
11. To attend training courses and such meetings as required.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



## Person Specification

### Catering Assistant

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
	<ul style="list-style-type: none"><li>• Minimum 2 GCSEs, Grade C or equivalent</li><li>• Health &amp; Hygiene Certificate</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Recent catering work</li></ul>	
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Good Interpersonal skills</li><li>• Ability to work independently and as part of a team</li><li>• Ability to work accurately with attention to detail</li></ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Takes pride in their work</li></ul>	
<b>Other Factors</b>	
<ul style="list-style-type: none"><li>• Flexible approach</li><li>• Willingness to undertake additional training (on occasion outside normal working hours)</li></ul>	



# Haberdashers' Monmouth Schools

## **Package**

- Salary:** Haberdashers' Monmouth Schools Support Staff Pay Scale Band 1 points 1 – 4, £7.90 per hour to £8.25 per hour (over 18s)
- Holidays:** 4 weeks paid holiday per annum (during normal school holidays), rising to 5 weeks after 2 years and 6 weeks after 5 years pro rata
- Pension:** The School operates a contributory money purchase scheme subject to fulfilling qualifying criteria

## **Applications**

Applications must be made on an official application form but may include a full CV. Please return your completed application form by email to: [recruitment@habsmonmouth.org](mailto:recruitment@habsmonmouth.org) or, if returning your application by post, please clearly mark your envelope "Job Application" and send it to:

Miss M Boulton  
HR Administration Manager  
Haberdashers' Monmouth Schools  
c/o Monmouth School for Girls  
Hereford Road  
Monmouth  
NP25 5XT

***The closing date for applications is noon Tuesday 16th April 2019***