



## **RYDE SCHOOL JOB DESCRIPTION**

**ROLE: Catering Assistant**

**START DATE: September 2024**

**LINE MANAGEMENT: Catering Manager / Chef Kitchen Manager / Front of House Supervisor**

The main objective of the Catering Assistant is to undertake a variety of food preparation and associated manual tasks in the kitchen and School buildings.

This includes the carry out cleaning of kitchen/ dining / School areas and equipment and undertake general portering duties as directed. To maintain compliance with School Hygiene, Health and Safety standards at all times.

From time to time it might be necessary to alter the job description below in consultation with the post holder and the Headmaster.

**ROLE SUMMARY:** *The primary responsibility of the Catering Assistant is to contribute to the Catering Team in the smooth running of the Catering service. Duties will include to keep the kitchen and dining hall clean and tidy and to help with the delivery of the food service at Ryde School to reflect the vision and objectives of the School Estate and its owners. At Ryde School, it is our goal to meet every customer's expectations. You will support the Catering Management to ensure that kitchen teamwork is to the highest standard and, in conjunction with the front-of-house staff, always deliver the best possible service to customers.*

### **SKILLS AND COMPETENCIES OF THE ROLE:**

- Any relevant experience in a commercial kitchen environment.
- Knowledge of kitchen health and safety.
- Knowledge of food hygiene practices.
- Understanding of cleaning kitchen areas and surfaces.
- To undertake all aspects of cleaning catering equipment.
- Washing up by hand and operating a dishwasher.
- Awareness of manual handling techniques.
- Adaptability to change and willingness to embrace new ideas and processes.
- Positive and approachable manner.
- Be a strong communicator and effective team worker.
- Work well under pressure and use initiative to achieve deadlines.

### **SPECIFIC RESPONSIBILITIES:**

- To undertake all aspects of cleaning equipment – walls, floors, fixtures, pots, pans, cutlery, crockery, glassware, etc. in all the Catering areas, to the company standard according to the cleaning rota or as otherwise directed.



- Ensure the cleanliness and tidiness of communal areas.
- Assisting with deliveries of catering supplies to areas of the school site.
- Ensure the cleanliness of storage areas and that stock is put away in rotation in line with company policy and HACCP procedures.
- Ensuring chefs are equipped with the food and tools they need.
- Assist with the delivery and serving of food as directed by the line manager.
- Daily setup / breakdown of dining room furniture ensuring tables and benches are sited correctly and promptly.
- Assist with basic food preparation duties to the required standard as directed by the kitchen chef manager.
- Keep the relevant HACCP and HSE records up to date, monitor and record daily.
- To lead by example and maintain the standards set and the daily function of the kitchen.
- To assist with keeping fridges, and freezers tidy and ensure all produce is date labelled and sorted correctly as per guidelines set by the Chef Kitchen Manager.
- To take pride in your appearance at all times, conform to the uniform, and present cleanly and hygienically before and during work as directed by the Chef Kitchen Manager.
- Wear Personal Protective Equipment, as required, when carrying out specific duties.
- To promote good working relationships between the kitchen and front-of-house staff so that customers receive the best possible experience to ensure that the Catering Department operates as one team.
- Have good communication skills as you will be liaising with children and adults of all levels.
- Comply with any reasonable requests from the Catering Manager, or their deputies.
- Evenings, Weekends, and Bank Holiday work will also be required.
- In school holidays and shut down periods there may be a requirement to perform duties outside of the usual day-to-day operational duties. In this case, it will be to contribute to the wider Estates team, under the direction of the Catering Manager.

**GENERAL NOTE:** Job description cannot be prescriptive. The essential ingredient for the job is to work in a professional manner at all times; making sure it is the children who lie at the heart of what we do.