



## **JOB DESCRIPTION**

<b>COMPANY:</b>	<b>Palmer &amp; Howells</b>
<b>LOCATION:</b>	<b>Monkton Combe School</b>
<b>JOB TITLE:</b>	<b>Food Service Assistant</b>
<b>LIASES WITH:</b>	<b>Fellow employees</b>
<b>REPORTS TO:</b>	<b>Team Leaders, Senior Chefs &amp; Catering Management</b>

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### **1. JOB PURPOSE STATEMENT**

To assist in the provision of a professional food service to the pupils and staff at the school, with specific responsibility for the standard of cleanliness and hygienic operation of the kitchen, dining room and associated areas, including the cleanliness of light and heavy equipment and utensils.

### **2. JOB ACCOUNTABILITY**

#### **Staff Relations**

- To work in harmony with fellow employees.
- To assist where instructed with the induction of new fellow employees.
- To comply with the instructions of your immediate supervisor.
- To report any incidents, accidents or potential accidents to your immediate supervisor.

#### **Training**

- To undertake all training that may be required for the purpose of your employment.
- To comply with all Client & Company training policies and procedures.
- To undertake any child protection training required by the school

#### **Kitchen Hygiene**

- To maintain the Company and Client standards of hygiene and cleanliness throughout.
- To comply with the cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained

**Food Service & Clearing – Areas as appropriate to your job**

- To assist at service times, as directed, in a friendly and helpful manner.
- To ensure the efficient clearing of all dirty crockery, cutlery, etc. and maintaining the clearing area to the highest possible standard of cleanliness.
- To load and unload dishwashing machine ensuring all items are clean and dry and put away in their proper places.
- To ensure tables and condiments are left clean after service and tables are adequately stocked during service times with placemat, salt, pepper, water, etc.
- To ensure that the dining room and servery floors are left clean after each meal service.

**Health, Safety & Hygiene**

- To ensure the Client and Company standards of operation for all areas are met in full.
- To assist in the implementation of company policies and procedures.
- To comply with the cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained.
- To comply with the standard of dress and ensure that correct uniform is worn at all times while on duty.
- To comply with the Company Health & Safety standards as laid down in its manuals.

**Company Policies**

- To ensure that company policies and procedures are followed at all times.
- To meet the many and varied demands and requests of management.
- To establish and maintain friendly and professional relationships with pupils and staff within the Client organisation.
- To report any potential accidents, accidents or incidents of fire, theft, loss, damage or unfit food.
- To report any suspected child protection issues to your manager or the school child protection officer

**Irregular Duties**

- To attend meetings whenever necessary.
- To attend Training sessions whenever necessary.
- To report any customer complaints or comments and take action, if at all possible, to satisfy the customer.
- Any other reasonable request from the Client, Catering Manager or Supervisor

I have received, understand and will comply with this Job Description.

**Name..... Signed..... Date.....**