



Job Description – Food Service Assistant

Reporting to: Senior Chef

Scope and General Purpose:

Assist in the preparation of service and dining areas, food service, cleaning of equipment, utensils and working areas whilst maintaining correct levels of Health & Safety.

Key Duties:

- Comply with statutory Food Standards Agency and College requirements.
- Assist with all aspects of the preparation of food service areas and presentation of food to the notified standard.
- Prepare all food with due care and attention, particularly in regard to special dietary requirements: for example, nut, dairy or wheat allergies.
- Serve food and drink to students, staff and guests as directed.
- Assist with the replenishment of food, beverages and equipment to ensure service periods do not stop.
- Assist with hygienic cleaning of utensils, plates, cooking equipment and work areas after service periods.
- Assist with the implementation of cleaning schedules to agreed standards.
- Promote a friendly working relationship with colleagues.
- Promote a good College image to parents and guests by using positive customer service practices.
- Assist with the set-up, service, clearing and cleaning of function catering as requested.
- Undertake occasional duties outside the normal routine but within the scope of the position and the department's activities.
- Comply with the College's practices as set out in the Staff Handbook and Policy Manual.

Irregular Duties:

- Assist, as required, at special functions, some of which may occur outside normal working hours, for which the post holder will be paid overtime.
- Report any complaint or compliment and take action if at all possible.
- Report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible.
- Attend meetings and participating in arrangements for your further training, as required.

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



BISHOPSTROW COLLEGE

This Job Description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College vision and objectives
- Carry out the work of the college to the best of their ability, displaying initiative and enthusiasm
- Support colleagues and their work
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to College policies

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July 2021