



AMPLEFORTH COLLEGE
CATERING ASSISTANT

Job Description

Undertaking catering and cleaning duties for breakfast, lunch, supper and functions in the College Upper Building and other associated areas. Carrying out duties in the most cost-effective and efficient way, you will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety. Satisfy all criteria and checks relating to suitability to work in a school environment.

Main Duties

- Working as part of the Food & Events team providing an efficient and effective service to a broad range of customers, understanding their needs and working to meet these wherever possible. Demonstrating excellent levels of customer service.
- Setting up serveries, dining rooms and associated areas for service
- Undertaking food service to the Summer lettings groups, community and guests, in a polite and helpful manner
- Maintaining cleanliness of all areas
- Washing up including use of mechanical dishwasher and manual washing
- Preparing for, and assisting at, special functions
- Undertaking simple food preparation
- Presenting Ampleforth in a positive light, assisting in the retention and growth of all business areas
- Assisting colleagues in the delivery of a first-class service with due regard for legal, financial and time constraints
- Attending training sessions as required
- Undertake any reasonable requests made by managers and commensurate to the role

Specific objectives for the reporting period

[Set on an individual basis, as necessary]

Line Manager and Annual Appraisal Reporting Officer

Front of House Team Leader

Annual Appraisal Counter-signing Officer

Front of House Manager