

**Catering & Housekeeping Assistant  
Job Description & Person Specification**

<b>Responsible to:</b>	Catering & Domestic Services Manager
<b>Line manages:</b>	N/A
<b>Job Overview</b>	<p>To work with the Housekeeping Supervisor and the Housekeeping team to maintain extremely high standards of cleanliness throughout the School.</p> <p>The Catering &amp; Housekeeping Assistant will also support the Catering Staff to serve and clear lunch at peak times.</p>
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve lunch to pupils, staff and visitors</li> <li>• Relay any requests for a “special diet” for example food allergies and intolerances to the Catering &amp; Domestic Services Manager and/or Chef</li> <li>• Wash up from lunch using either the dish washer or in the sink</li> <li>• Maintain a clean and tidy kitchen, dining room, and staff rooms</li> <li>• Wash all worktops, finger plates and door handles</li> <li>• Thoroughly clean all wash room facilities</li> <li>• Vacuum, sweep or mop floor areas</li> <li>• Dilute and use cleaning materials as instructed</li> <li>• Replenish soap, toilet paper, paper towels, bin liners</li> <li>• Collect and remove waste/rubbish from work areas and take to collection point as directed</li> <li>• Operate cleaning machinery in accordance with instructions maintaining and cleaning the equipment as instructed</li> <li>• Observe and comply with the Health &amp; Safety Policy and practices for cleaning staff</li> <li>• Undertake additional cleaning duties within school holiday periods such as Easter/Summer lettings</li> <li>• Provide additional weekend/evening hours cover within the Catering and Housekeeping department as required</li> <li>• Comply with all instructions relating to security and confidentiality</li> <li>• Report any low stock of cleaning materials to the Head Chef/ Head Cleaner in sufficient time to re-order</li> <li>• Be polite and courteous to staff, students and parents at the School</li> <li>• Training is an essential part of the post, and requires all employees to attend regular training courses when arranged</li> </ul>
<b>Keys Skills &amp; Knowledge:</b>	<ul style="list-style-type: none"> <li>• Previous catering and /or cleaning experience an advantage but not essential</li> <li>• Understanding of, and adherence to, Health and Safety at work regulations not only for your own safety, but for all those on the School site</li> </ul>

**This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.**

	<ul style="list-style-type: none"> <li>• Understanding of the potential danger of working with cleaning chemicals and adhering to the COSHH regulations</li> </ul>
<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"> <li>• Able to work effectively as part of a close knit team as well as on your own as required</li> <li>• Listens carefully and follow instructions</li> <li>• Works efficiently with limited supervision in a methodical and organised ways</li> <li>• Is flexible and adaptable – willing to take on a variety of tasks and to provide cover as required within the wider Domestic team</li> <li>• Takes pride in your work - diligent and thorough with close attention to detail</li> <li>• Polite and courteous</li> </ul>
<b>Commitment to Safeguarding and Welfare</b>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Catering &amp; Housekeeping Assistant will:</p> <ul style="list-style-type: none"> <li>• Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession.</li> <li>• Help to provide a safe environment in which the children can learn.</li> <li>• Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm.</li> <li>• Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed.</li> <li>• Attend the relevant child safeguarding training and other mandatory induction training as required by the School.</li> </ul>
<b>Promoting the Health, Safety and Wellbeing of Pupils and Staff</b>	<p>At all times the Catering &amp; Housekeeping Assistant will:</p> <ul style="list-style-type: none"> <li>• Maintain awareness of, and comply with, the School’s H&amp;S policy.</li> <li>• Where appropriate, conduct and document risk assessments in their area of responsibility.</li> </ul>

**This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.**