



## **Job Description**

Edwards and Ward are looking for a Catering Assistant to join our catering team at one of our schools in Wiltshire.

The position is Monday to Friday, 12.5hrs per week, (based around 11:15 - 13:45), term time only, £8.91 per hour based at By Brook Valley School in Yatton Keynell just outside Chippenham.

The Role is working as part of the integral catering team, helping provide meals to our pupils.

## **Job Type / Category**

### **FOOD SERVICE**

- To assist with preparation of counters and dining areas for service
- To assist with preparation and setting out of condiments
- The service of hot and cold food in an efficient and timely manner
- The use of tongs or other appropriate service implements and not hands when handling foods
- To ensure sufficient food supplies throughout the service period by liaising with Chef Manager
- The clearing and cleaning counters of debris during service
- The clearing and cleaning of counters and service equipment after service

### **CLEANING/WASHING UP**

- The clearing down of all areas after service
- The washing up of crockery, cutlery, glassware, utensils, etc., as required, either via automatic dishwasher or hand sinks
- To maintain a high standard of hygiene and safety within the workplace
- To undertake all aspects of the cleaning of equipment in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed

### **CUSTOMER SERVICE**

- To greet all customers helpfully and courteously
- To give customers information about products or asks the Chef Manager if unsure
- To report any customer complaints or compliments to the manager



## **Required Education, Skills and Qualifications**

### **ATTAINMENTS**

- No requirements concerning school certificates, but Basic Food Hygiene Certificate is required and if not already attained, then the ability to undertake and pass this qualification is necessary.
- Steady employment record to date.

### **ORGANISATION**

- Ability to know what needs to be done in organising duties and working to priorities.

### **SPECIAL APTITUDES**

- Manual dexterity for quick, skilful handwork, such as vegetable preparation.
- Able to keep limited written records on standard forms.

### **DISPOSITION**

- Steady and dependable.
- Gets on well with co-workers.
- Willing, helpful and flexible in terms of working days/hours.

### **BENEFITS INC:**

- Term Time Only work
- 4 weeks paid holiday, plus bank holidays
- Uniform provided
- Training & Development

Job Types: Part-time, Permanent

Salary: £8.91 per hour

Part-time hours: 15 per week (based around 11:15 - 13:45)

If you are interested, please contact:

Martin Chapman (Operations Manager)  
Office Phone Number: 01892 601 340  
Email: [MChapman@edwardsandward.co.uk](mailto:MChapman@edwardsandward.co.uk)

The Old Stables  
Whitehill Road  
Crowborough  
East Sussex  
TN6 1JP