



ARDVRECK SCHOOL

Ardvreck Catering Team Catering Assistant - Part-Time

An exciting opportunity has become available within Ardvreck School's catering team.

The permanent role is part-time, Monday to Friday, 8am - 2:30pm and is term-time only.

Duties and Responsibilities:

1. Wash all equipment used in the preparation and serving of food including, pots, pans, utensils, crockery and cutlery to ensure that the kitchen wash up area is maintained to the high standards required by the School.
2. Assist with any day-to-day cleaning of equipment, e.g. dishwashers and other equipment in the wash-up area in order to ensure that it continues to function efficiently.
3. Ensure that the dining hall floor, tables and serving areas are cleaned after breakfast, lunch and supper on a daily basis.
4. Ensure that the dining room tables are set up for the next meal.
5. Ensure staff room is set up for teas and coffees in the morning and afternoon and cleared after each break.
6. Report any faults or problems to the Head of Catering as soon as possible to avoid more serious situations arising, having particular regard for own health and safety and the health and safety of other users.
7. Assist the rest of the team with any other weekly cleaning tasks that need carrying out under the direction of the Head of Catering.
8. Ensure that the pantry area is kept clean at all times including floor, dishwasher and hot cupboards, after each serving.
9. Carry out such other reasonable duties as may reasonably be required by the Headmistress or Bursar for the smooth running of the business.

Ardvreck School is an equal opportunities employer.
All appointments will be subject to a satisfactory Scheme Record
under the Protection of Vulnerable Groups legislation.