



# OUNDLE

School

## Food Service Assistant

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Catering Department consists of approximately 110 staff who support all internal dining for 14 boarding houses (either in house or in joint dining rooms), the senior day house and the junior school, all hospitality events and the catering requirements for the external Lets business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods.

The working pattern for most Catering staff is organised over a two-week rota, with every other weekend off. Some split shifts are required. All applicants must therefore be able to work weekends, and some split shifts.

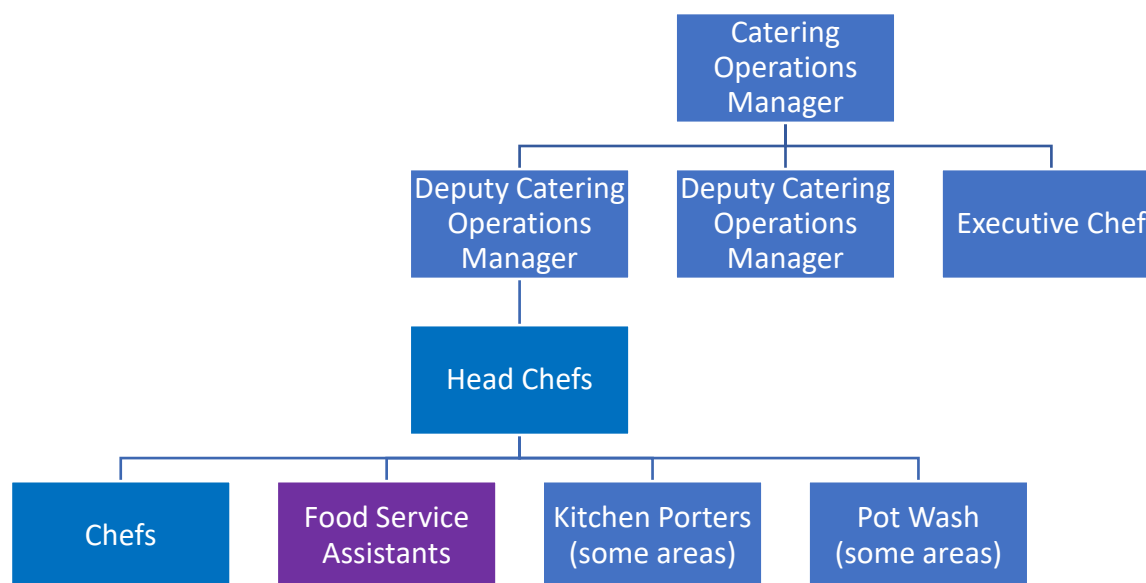
The purpose of the role is to provide a catering service of the highest standard at all times for pupils, staff and visitors within the School.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



## Role details

Working within the Catering team, the role holder will report to the Catering Supervisor/Head Chef/Chef, depending on location.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

### 1. Food and Service

- Basic food preparation under the supervision of Chefs and/or Catering Supervisors.
- Provide food service to pupils and staff to an excellent standard of politeness and efficiency.
- Control portions according to specification and instruction.
- To ensure that all food is presented to a high standard.
- To demonstrate a positive working style with an enthusiastic, committed, flexible attitude and good team work.
- To ensure School policies e.g. nut allergy and dietary requirements, are being followed.
- To follow inspection process for opening and closure of production and service areas.
- To follow the guidelines for the waste management.
- To notify a member of the Management Team if there are signs of pests or health and safety issues.
- To complete systems and procedures in all food production and storage areas and under instruction, to monitor and maintain the standards of the food served.
- To take part in the introduction of new service innovations on a regular basis including special days.
- To seek out and be aware of your duties throughout the day, especially during service periods to ensure that service runs as smoothly as possible.
- To work within all legislative requirements including Health & Safety, fire and hygiene legislation in all areas as instructed by the Assistant Catering Manager, Head Chef, Chef or Supervisor.
- Actively take part in cleaning the kitchen and ancillary areas throughout the day to ensure they are kept spotlessly clean.
- To correctly complete and use cleaning schedules.

## **2. Finance**

- To work as instructed to ensure the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- To be aware of food stock levels and bring to the attention of the Head Chef or Assistant Catering Manager if stock is running out or going out of date.

## **3. Outlet Communication**

- To be a part of an effective communication strategy across the catering department.
- To take part in pre-service briefings.

## **4. Legislative**

- To complete as instructed and be trained in the correct and safe operation of all equipment and chemicals.
- To undertake food production in line with legal requirements and in relation to HACCP.
- To assist in keeping records including numbers fed/temperature controls/waste and all other food and health and safety documents required by law.
- To report all accidents, emergencies, near misses, own absence, queries or concerns to a Line Manager in accordance with the Staff Handbook & other departmental guidance documents.

## **5. Time Keeping**

- Complete timesheets accurately and appropriately.

To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Able to gain Level 2 Award in Food Safety in Catering before the end of probationary period.	•		Application form Interview
Able to gain CIEH Level 2 in Allergen Awareness before the end of probationary period.	•		
Level 2 Award in Food Safety in Catering		•	
CIEH Level 2 in Allergen Awareness		•	
Skills and Experience	Essential	Desirable	Method of assessment
The ability to take and follow instructions given	•		Application Form Interview References
Knowledge of basic food preparation	•		
Good communication skills	•		
Manual handling qualification		•	
Experience of following safe working procedures		•	
A basic knowledge of or qualification in COSHH		•	
Understanding of safe manual handling procedures, particularly movement of hot liquids		•	
Good knowledge of food service procedure and equipment		•	
Have basic fire training		•	
A basic knowledge of IT		•	
Personal qualities	Essential	Desirable	Method of assessment
Excellent personal presentation / personal hygiene	•		Application Form Interview References
Team player	•		
Flexibility to work weekends and un-social hours	•		
Able to carry out manual work, which will include some medium level lifting and stretching	•		
Fine manual dexterity	•		
Ability to work in extremes of heat and cold	•		
Ability to push heavy trolleys over distance	•		
Able to stand for long periods of time	•		
Reliable	•		
Good time keeper	•		

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

**How to Apply:** Candidates should download the application form at [www.oundleschool.org.uk/Employment-Opportunities](http://www.oundleschool.org.uk/Employment-Opportunities) and submit via email (preferred) or post to:  
E-mail: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk)  
Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's Employment Opportunities website.

## Information for applicants

Start date	To be discussed at interview.
Working arrangements	<p><b>40 hours per week</b> 40 hours per week, working to a two-week rota including weekends, split and evening shifts. The shifts are between 07:00 – 20:30.</p> <p><b>20 hours per week</b> 20 hours per week, working a two-week rota to include working weekends and evening shifts only (weekend shifts to be between 07:00 – 20:30 and evenings 18:30 – 20:30).</p> <ul style="list-style-type: none"> <li>• 41.4 working weeks (paid for 46.4 weeks).</li> <li>• All meal breaks are non-working hours and unpaid</li> </ul>
Remuneration	£11.59 per hour.
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	<p>21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff.</p> <p>Holidays are not to be taken during Term time or periods when you are required to work your remaining contracted hours.</p>
Other	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Access to the swimming pool, health centre and sports facilities</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School term times</li> <li>• Free car parking</li> </ul> <p><i>Some of the above are non-contractual</i></p>