

## **DINING ROOM ASSISTANT (MONDAY - FRIDAY)**

### **Introduction**

Concord College is England's premier co-educational international boarding college providing GCSE and A Level courses. Set in 77 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. We also run our own residential summer course programme during the months of July and August. The College is regularly rated in the top 20 schools in the UK. Students are cared for by dedicated staff in a safe and beautiful environment.

**Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.**

### **The Department**

The College prides itself on its high standard of catering and hygiene. Three meals each day are served seven days per week and the College also holds many functions. A wealth of nationalities are catered for and menus are varied interesting. The College serves approximately 550 students plus 210 staff providing a cooked breakfast, a three course lunch and a three course supper. Service includes a variety of hot meals, a delicatessen bar and sandwiches.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

### **Main Purpose of the Role**

The Dining Room Assistants will report to the Assistant Dining Room Manager and take direction from the Executive Chef Manager, performing whatever duties are necessary to provide an efficient and reliable service and maintain high standards of service and cleanliness in the servery and dining rooms. Dining Room Assistants are supported by the Dining Room Team Leader and may also receive instruction from the Assistant Head Chefs regarding servery duties.

### **Main responsibilities/duties will include:**

- the safe handling of both cooked and uncooked foodstuffs
- serving dishes as specified by Chefs
- undertaking wash-up duties, operating the dish washing machine
- undertaking morning coffee duties for students in the dining room (Monday to Friday) if on duty at this time
- undertaking afternoon tea duties for teaching staff in the academic staffroom (Monday to Friday)
- undertaking safe use of machinery and equipment and cleaning/maintenance of the same
- cleaning of hot plates and fridges
- general cleaning, including vacuuming and polishing
- carrying out tasks in compliance with Food Hygiene Regulations and Health and Safety regulations
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Security, Confidentiality and Data Protection, and reporting any concerns

- any other task as directed by the Assistant Dining Room Manager/Assistant Head Chefs/Executive Chef Manager.

**Essential requirements:**

- the ability to work as part of a team
- the ability to work under pressure
- the ability to follow instructions and carry out tasks with care and attention
- smart appearance

**Special conditions:**

- hair to be neat and tidy; tied back if long and hairnet to be worn if instructed by Dining Room Manager or Chefs
- no nail varnish to be worn; hands and nails to be clean
- protective uniform to be worn (as supplied by the College)
- no jewellery to be worn other than single studs or sleepers in pierced ears
- professional conduct is required at all times, paying particular attention when serving behind the servery and when College students are present
- maintain a respectful attitude to all senior staff and colleagues

You will be provided with all the relevant statutory training required for you to carry out your role safely and to the required standard.

**Current rate of pay**

£8.23 per hour

**Working hours**

12pm to 8pm Monday to Friday excluding one daily 30-minute meal break and two daily 15-minute tea breaks (35 hours per week).

A meal is provided in the dining room at no charge, whilst the kitchen is in operation.

A degree of flexibility is required to provide cover during times of staff shortages/functions etc. and you may occasionally be required to work additional hours over and above your normal weekly hours, when authorised and as necessary to meet the needs of the College.

**Annual holiday entitlement**

5.6 working weeks including public holidays. Due to the nature of the business, it may be necessary for some public holidays to be classed as normal working days.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College. However, you will not be assigned duties which you cannot reasonably perform or which fall outside the range of your normal skills and experience.

BMB-D/RCP/ NF Jan 18