

**DINING ROOM ASSISTANT
(EVENINGS & WEEKENDS)**

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 is catered for and menus are varied and 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 safe use of machinery and equipment and cleaning/maintenance of 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, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns
- any other task as directed by the Assistant Dining Room Manager/Chefs

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 Assistant Dining Room Manager or Chefs
- no nail varnish to be worn; hands and nails to be clean
- own clothes worn as part of uniform must comply with required smart appearance - clean cotton trousers in a dark colour, no denims, no shorts
- no jewellery to be worn other than single studs or sleepers in pierced ears
- professional conduct is required when serving behind the bar and at all times when College students are present
- maintain a respectful attitude to all senior staff and colleagues
- arrive for work at least five minutes before the start of a shift to ensure that you are changed into uniform and ready to work.

The College will provide all the relevant statutory training required for the role to be carried out safely and to the required standard.

Working Hours

Weekday evening shifts:

5.15pm to 8pm

Saturday shifts:

9am to 2pm and/or 5pm to 7pm

Sunday shifts:

10.30am to 2pm and/or 5pm to 7.30pm

It should be noted that finish times may vary on occasions and shifts may be cancelled in accordance with College requirements.

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, duties will not be assigned which the post holder cannot reasonably perform or which fall outside the range of his/her normal skills and experience.

Various shifts currently available.

For an application pack, please contact the HR Officer – n.fox@concordcollege.org.uk or telephone direct line 01694 731802. Documents may also be downloaded from the website www.concordcollegeuk.com

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