



# JOB DESCRIPTION - FRONT OF HOUSE

**Responsible to:** Catering Manager

**Purpose of the role:** To play your part in ensuring an effective and efficient operation of the Catering Department maintaining a high standard of food production and service in line with the requirements of Bedstone College.

## Main duties and responsibilities

- Work as a member of the close-knit team during prep and service
- Keep all areas of the refectory/service area clean and free of clutter
- Ensure service is efficiently carried out and cleared away afterwards
- Show pride in the foods you prep and serve
- To work at all times in a safe manner in line with Health & Safety at Work Act 1974, current Health and Safety legislation and the School's policies and procedures.
- Awareness of food allergies amongst the clientele
- To only use equipment and materials provided by Bedstone College.
- Ensure hygiene and hand washing protocols are followed □ Participate in all mandatory training sessions.
- Attend training on operation and safe working practices of equipment and chemicals used in the catering department (prior to using).
- To work at functions and social events as and when required

## Person Specification

- Enjoy working in a team
- Ability to communicate well with other members of the catering team and the clientele □ Good organisational skills
- Calm, flexible attitude and sense of humour

This job description sets out the duties of the post holder at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The appointment will be subject to a satisfactory Disclosure and Barring Service Check, references and proof of eligibility to work in the UK in accordance with the requirements of the school's Safer Recruitment Policy.

***Bedstone College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post.***

Reviewed Sept 2023