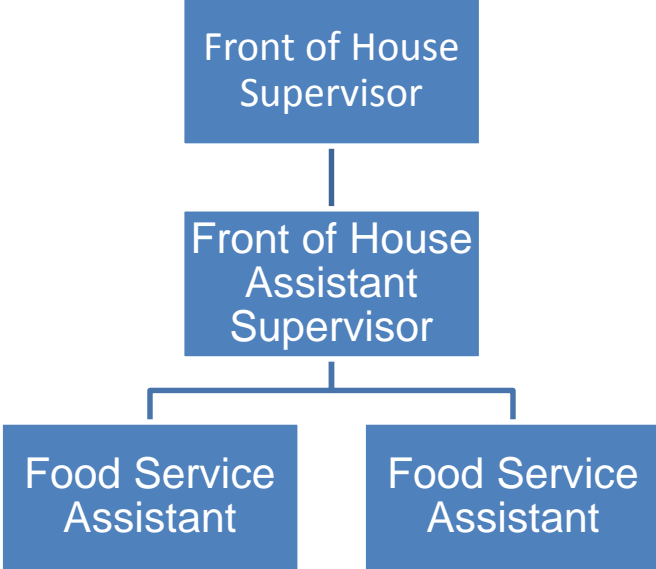


Bancroft's School
JOB TITLE Casual Food Service Assistant

JOB DESCRIPTION			
Department	CATERING	Date	04-12-2014
Responsible to	Front of House Supervisor	Responsible for	
Casual workers are not employees and			
Job Purpose <ul style="list-style-type: none"> To ensure a quality service is delivered in the nominated area of work To ensure your responsibilities are carried out in line with Bancroft's style and standards. 			
Reporting Structure  <pre> graph TD A[Front of House Supervisor] --> B[Front of House Assistant Supervisor] B --> C[Food Service Assistant] B --> D[Food Service Assistant] </pre>			
Responsibilities/Accountabilities			
HYGIENE HEALTH AND SAFETY <ul style="list-style-type: none"> To adhere to all hygiene, health and safety requirements as required by law and outlined in your training and procedures To cooperate with maintaining all hygiene, health and safety standards in the receipt, storage and food production areas through to the point of service To bring to your manager's attention of any shortfalls in your area of work or any concerns you may have. To ensure you work safely with regard to yourself, colleagues, pupils and guests in your nominated area 			
PRE-SERVICE <ul style="list-style-type: none"> To have an understanding of all dishes on the menu including ingredients, portion sizes and taste To have all your nominated area ready for service in line with required standards 			

SERVICE & HOSPITALITY SERVICES

- To ensure that everyone is served in a timely, courteous manner and with a welcoming demeanour
- To ensure you work with a speed, purpose and organisation that minimises waiting time for pupils/students/customers
- To ensure you assist colleagues during service if required
- That food is placed on a plate and is well presented
- To serve food in manner and portion sizes appropriate to the dish
- To liaise with the food production team during service to meet demands of products on the menu
- To report any shortfall direct to the manager

END OF SERVICE/SHIFT

- To ensure that all nominated areas are left clean and tidy

PERSONAL

- Your appearance and manner reflect the Bancroft's School and site uniform requirements
- Your approach and manner should be professional at all times

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none">• Worked in similar environment• Experience with customer contact
Qualifications	<ul style="list-style-type: none">• Desirable: NVQ 1 Restaurant or alternatively experience in similar catering environment
Skills & Abilities	<ul style="list-style-type: none">• Able to work using own initiative• Able to work as part of a team

Additional Work Elements

- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared

Bancroft's School is committed to safeguarding and promoting the welfare of children.