

# LORD WANDSWORTH COLLEGE

A GREAT FOUNDATION

## FOOD SERVICE ASSISTANTS

September 2019

Job Description

**THE COLLEGE:** Lord Wandsworth College is an ambitious and forward-thinking independent, HMC co-educational boarding and day school of around 620 pupils, aged 11-18. It enjoys a fine reputation for its very high standards, pastoral care and superb all-round education. This is embodied in our exceptionally wide and high-quality co-curricular programme alongside a passion and drive to be sector leading in Pupil Voice and Character Education. LWC is a popular school, growing significantly - despite the sector challenges – in the past decade. We aim to develop a 'can do, will do' mindset and to nurture and inspire our learners. We believe in them and go the extra mile for them.

LWC is situated in an estate of 1200 acres in a rural area of Hampshire and within the village of Long Sutton, yet only 15 minutes from Hook / Winchfield stations which are less than an hour from central London. The College was founded in the early twenties to provide an education for children who had lost one or both parents and their time was spent not only in school but also working on the farm which was, and remains, an integral part of the LWC landscape. The Lord Wandsworth Foundation still continues to support about fifty children. These Foundationers add a stimulating dimension to the school's make-up and the Foundation is central to the ethos of LWC.

### The future

LWC is in the middle of an exciting development programme, involving the investment of well over £20 million in outstanding facilities through a transformational campus masterplan focused clearly on teaching and learning and the individual. Most important, though, is the quality of our staff, and their professional development is hugely important to us. We hope everyone finds us warm, welcoming, open and really focused on working hard to do the very best we can for all the pupils in our care.

### Our five core values:

These are integral to LWC's ethos and aspirations for the years ahead and are at the heart of what we do:

- +1 (what one more thing can you do to make a difference to others)
- +2 (we aim to treat every pupil two years ahead of where they should be, academically)
- +3 (we are passionate about welfare, wellbeing and good mental health for all)
- +4 Pupil Voice (we aim to be the leading school in the UK within 5 years)
- +5 Character Education (we aim to be a leading voice in the UK within 5 years)

The College had an ISI Inspection in 2017 the report may be read at [www.isi.net](http://www.isi.net)

**THE ROLE:** To support the busy catering department with food service to staff, pupils and guests, clearing and cleaning of trays, tables, crockery and cutlery.

**RESPONSIBILITIES:** To include:

Rostered tasks:

- Serving meals (b/fast/lunch/sports teas/supper, depending on shift)
- Clearing/cleaning of trays from trolleys
- Loading/Unloading dishwasher
- Putting clean equipment away
- Cleaning of dining hall & servery work surfaces and floors.

Key duties will include (but not limited to):

- The clearing/washing/drying of all appropriate cutlery/crockery/trays etc
- Cleaning/clearing down of service counters
- Cleaning of dining tables
- Sweeping and mopping of dining hall & servery floors
- Emptying and removal of refuse from all front of house areas.

**PERSON SPECIFICATION:** The catering department is very well equipped and the catering team take pride in seeking new ideas of how best to vary customer choice and continue to promote 'healthy eating' for all. The catering assistant will be able to contribute towards a strong team spirit and add value to the customer service ethos. It is essential to communicate well within the team to maintain pleasant and harmonious relationships between colleagues and all customers whether pupils, staff or visitors.

A flexible attitude in terms of working occasional shift pattern changes or to do additional extra shifts is a necessary requirement of the function of the catering department throughout the year in response to the academic calendar and events management.

The post holder will be responsive and willing as an essential part of our busy capable team. The role requires a reasonably high level of mobility and general fitness to achieve this busy role.

**QUALIFICATION:** Participating in or completion of compulsory education at GCSE level.

**PERFORMANCE STANDARDS:** The post holder is expected to:

- Demonstrate good standards of communication with the catering manager, shift supervisor and catering team.
- Understands and then carry out catering assistant duties as specified by the catering manager or shift supervisor.
- Achieve a satisfactory performance in supporting the catering team and function of the department.

Appropriate training will be given during your induction period to ensure avoidance of any possible workplace health and hygiene hazards and the steps you need to take to protect yourself.

**DIRECT LINE MANAGER:** Catering Supervisor & Deputy Catering Manager.

**HOURS OF WORK:**

7.00am to 2.30pm	Breakfast Shift	Mon to Fri	Term Time
9.30am to 2.30pm	Morning Shift	Mon to Fri	Term Time
12 noon to 7.45pm	Afternoon Shift	Mon to Fri	Term Time
8.00am to 2.30pm	Morning Shift	Saturday	Term Time
11.00am to 6.30pm	Afternoon Shift	Saturday	Term Time
Can vary.			
6.30pm to 11.30pm	Functions	Mon to Sun	Term Time
7.30am to 2.30pm	Morning Shift	Mon to Sun	Summer Lets
5.30pm to 8.30pm	Evening Shift	Mon to Sun	Summer Lets

**PAY:** Basic rate of pay £8.80 between 8.00am & 5.00pm Mon to Fri, £9.32 per hour at all other times.

Any additional hours will be paid at your agreed rate of pay on completion of a timesheet. This will be paid on a monthly basis by BACS on the last working day of each month into your Bank Account or Building Society. Evening/Weekend function work is paid at £15.00 per hour.

**HOLIDAY ENTITLEMENT:** Our holiday year runs from the 1<sup>st</sup> September each year. Paid holiday entitlement accrues at the rate of 28 days for each complete calendar year, based on an average of 5 working days, plus Bank Holidays. If you start or leave during the holiday year, or work less than 5 days per week the holiday entitlement of 28 days is applied pro rata.

**BENEFITS & PENSION:** Benefits associated with the position include death in service cover. You may be eligible after three months service to our Group Medical Insurance Scheme and College's contributory Group Personal Pension Scheme; premiums of both schemes are paid by the individual. Use of the College sports facilities. Lunches will be provided during term time only (when working hours go over a lunch break).

**HEALTH AND SAFETY:** All members of staff must comply with Health and Safety legislation and policies and Equal Opportunities policies.

**CHILD PROTECTION:** School child protection procedures must be adhered to. All staff are required to attend a Child Protection course run in-house during their induction period, which covers confidentiality aspects of working as a team.

**DISCLOSURE AND BARRING CHECK (DBS):** All new employees at Lord Wandsworth College can only be employed once a Criminal Background Check and Children's Barred List check has been carried out by the DBS, and satisfactory references have been obtained.

**DATA PROTECTION ACT:** All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal. As such you will be expected to comply with statutory Data Protection and implement good practice in data handling processes.

**DISCIPLINARY AND GRIEVANCE PROCESS:** The College complies with the ACAS statutory Code of Practice on discipline and grievance, providing practical guidance to employees, their representatives and the line manager and sets out principles for handling disciplinary and grievance situations in the workplace.

**EMPLOYMENT POLICES:** For further information on all College policies including the Disciplinary and Grievance process, please access the VLE on the following link: <http://vle.lordwandsworth.org/policies>

**RESPONSIBILITY FOR OWN CONTINUING EDUCATION/TRAINING:** All employees have the responsibility to take part in any appropriate in-house or off-site courses or training that are deemed necessary for performance of the role.

**INDUCTION:** The school follows an established induction programme for new staff comprising mandatory training for all those working in education. Appropriate training will be offered.

**FURTHER INFORMATION:** Any further employment or application questions should be directed to the HR Assistant on 01256 860296 or [richmondj@lordwandsworth.org](mailto:richmondj@lordwandsworth.org) Alternatively please contact the HR Advisor on 01256 860316 or [patemanj@lordwandsworth.org](mailto:patemanj@lordwandsworth.org)

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing College environment.*