



# STONAR

## JOB DESCRIPTION

### CATERING ASSISTANT

#### About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

#### The Role

|                 |  |
|-----------------|--|
| Job Title:      | Catering Assistant   |
| Responsible to: | Staff are responsible to the Head through the Head or Line Manager of their part of the School. On a day-to-day basis they are directly responsible to the relevant Head of Department |

#### Purpose of Job

Perform catering duties as directed to Company standards and needs.

#### Operational:

Assist in the preparation of all light foodstuffs, snacks and beverages.

Assist with food preparation and cooking as required.

Prepare the counter to the standards laid down by the Manager.

Serve all food and beverages at the specified times.

Operate trolley service or other requirements inside and outside the restaurant area, taking cash and accounting for the same if required to do so.

Operate any control systems as defined by the Manager, completing necessary records.

Ensure daily knowledge of the food to be served, together with the appropriate garnish and portions.

Ensure table condiments and sauces are presented to the required standard.

Ensure tables, chairs, trolleys and floors are kept clean and tidy at all times.

Assist with the washing-up of all light equipment in the servery and kitchen.

Collect and remove to the appropriate area all dirty crockery, cutlery, trays and other light equipment.

Clean all aspects of the service counter and kitchen area.

Ensure that all floor and wall surfaces are kept clean to the prescribed height.

Ensure that the store area is kept clean and tidy.

Carry out deep clean as specified by the management.

Maintain competent hygiene standards.

Following company or competent policy in dealing with customer comments or complaints.

Comply with Health and Safety Regulations and Fire Policy. Report hazards to management.

**Personal:**

Ensure that clothing, including footwear and headgear and personal hygiene is of the highest standard at all times.

**General:**

Participate in any arranged company training to improve your standards of performance.

Suggest areas of improvement and take any corrective action as required.

Carry out any other reasonable requests as directed by the management.

**Key Skills:**

Verbal communication skills.

Customer focused – compliment and complaint handling

Pro-active

Flexible and adaptable

Eye for detail

Self starter

Team player

*The duties and responsibilities shown above are not intended to be exhaustive and staff will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*