



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Catering Assistant Candidate Information Pack



INTRODUCTION

The Catering Assistant will assist with the preparation of service and dining areas, food service, cleaning of equipment, utensils and working areas whilst maintaining correct levels of Health & Safety and Food Safety.

Closing date for applications: 9.00 am on Wednesday 12 January 2022

Key facts about this role

Reporting to

CATERING MANAGER

Salary

£11.07 PER HOUR

Liaising with

CHEFS, FRONT OF HOUSE STAFF & KITCHEN PORTERS

THE SCHOOL

The Mill Hill School Foundation

Educating boys and girls from aged 3–18, seeking to equip them for life, both now and in the future.

Our four schools are situated in over 150 acres of magnificent grounds on the edge of the North London Green Belt, providing a wonderful environment in which to work.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.





IRREGULAR DUTIES:

- > To assist, as required, at special functions, some of which may occur outside normal working hours, for which you may be paid overtime, for example extended shifts and unsociable working times to meet client specific requests for the provision of weddings and private events e.g. twelve hour shifts (with breaks) and working after midnight
- > To report any complaint or compliment and take action if at all possible

- > To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible
- > To attend meetings and courses as required

PERSON SPECIFICATION

Qualifications:

- > Literate & Numerate
- > Hygiene qualification, or equivalent (Desirable)

Specific Skills:

- > Ability to communicate effectively with customers, clients, and staff
- > Ability to work well under pressure

Personal Qualities:

- > Ability to achieve performance criteria, with particular regard to hygiene
- > Positive approach to learning in role
- > Self-motivated
- > Sense of own initiative
- > Ability to work effectively as part of a team
- > Flexible approach to role

Experience:

- > Previous catering experience (Desirable)

Physical Requirements of the job:

- > Manual
- > Involving lifting and pushing weights
- > Prolonged standing
- > Multi levelled sites and venues



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millhill.org.uk



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