



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 & dining areas, food service, cleaning of equipment, utensils & working areas whilst maintaining correct levels of Health & Safety and Food Safety.

Key facts about this role

Reporting to

CATERING MANAGER

Liasing 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.



MAIN DUTIES AND RESPONSIBILITIES

Key Tasks:

- > Comply with statutory and company requirements
- > Assist with all aspects of the preparation of food service areas, for example the movement of equipment from the pantry along the corridor to the main dining area; tray trolleys, plate lowerators, water and squash urns, cutlery trolleys. Assist with the presentation of food to the notified standard e.g. setting up the dining hall service counters with large and hot gastronorm containers and presenting salads and desserts in display counters
- > To prepare all food with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies e.g. to prepare tea and coffee trays with customer specific morning and afternoon snacks. Deliver the tray service by trolley to all of the offices allocated throughout School House
- > Serve food and drink to customers and guests as directed. Assist in the counter service of lunch to 900 guests over a two (2) hour period. In addition participate when required in the service of food and drink to remote venues, for example the cricket pavilion, sports hall and Walker House
- > Assist with the replenishment of food, beverages and equipment to ensure service periods do not stop. Move by pushing trolleys along the corridor to the pantry used equipment and move by pushing trolleys along the corridor clean equipment up from the pantry to the dining hall; tray trolleys, plate lowerators, water and squash urns, cutlery trolleys
- > Assist with hygienic cleaning of utensils and work areas during and after service periods e.g. for a two (2) hour period during breakfast, lunch or supper service assist in the dismantling of large tray trolleys, loading used cutlery and crockery into dishwasher trays and reassembling clean equipment into its respective containers ready for transportation to the dining hall; tray trolleys, plate lowerators, water and squash urns, cutlery trolleys
- > Assist with the implementation of cleaning schedules to agreed standards e.g. using sanitizer for cleaning all of the dining hall tables and chairs, mopping large floor and corridor surface areas, dismantling the service counters and sanitizing the frames, using the industrial dishwasher to clean cutlery and crockery, dispose of food and general (non recyclable) waste in containers taken from the pantry to the refuse area allocated on the lower level
- > Promote a friendly working relationship with colleagues
- > To promote recycling in line with Foundation expectations

> Promote a good company image to customers and guests by using positive customer service practices

> To assist with the set up, service, clearing and cleaning of function catering as requested. This frequently involves the mobilisation of the catering department's equipment and facilities to remote sites for event set-up. This involves the loading into vehicles for transportation and unloading at site of venue of large quantities of equipment e.g. Cricket Pavilion, Sports Hall, Favell Building, Walker House and external venues catering under gazebos, for example the athletics field on sports day

> To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities, for example working in any one of the three units that make up the Mill Hill School Foundation

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
- > Take responsibility for the management of the trees on the School site including obtaining biannual tree condition survey and ensuring recommendations are acted upon
- > 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 for 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



HOW TO APPLY

1

If you would like to apply for this role, please email your CV to Mike Gibson (Domestic Bursar) mike.gibson@millhill.org.uk

2

Should you require any further assistance, please contact us via email hr@millhill.org.uk

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.

In schools and colleges with children and/or young persons on site:

The Foundation is committed to safeguarding and promoting the welfare of children and applicants/employees must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced DBS.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. S/he will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, s/he must report any concerns to the designated DSL immediately.



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