



PORT·REGIS

Food Services Assistants

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint one or more Food Services Assistants. We have different shifts/hours available during term time as follows (additional overtime hours are also available during school holidays if desired):

Tuesday and Wednesday evenings 5.30-8pm
Friday evenings 5.15-7.45pm
Saturday afternoon 2-7.30pm
Alternate Sunday mornings 8.30am-2.30pm

The successful candidate(s) will report to our Catering Supervisor and work closely with the School's Chefs and the wider Catering Team. They must have a cheerful and caring nature and work well in a team.

Remuneration and Benefits

The successful candidates can expect:

- Competitive rates of pay, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Start Date

As soon as possible.

Job Description

These details are subject to change as the Bursar or any person acting on behalf of the Bursar may reasonably direct.

Responsibilities

- Serving food to diners (children, staff and visitors).
- Ensure that all counters and service areas are prepared for each service.
- Ensure that the service of all food and beverages to diners is carried out to the required standard.
- Ensure that if food being served contains nuts that a sign is placed, to ensure the safety of diners.
- Take and follow instructions from Chefs about special dietary requirements.
- Ensure that the counters and service areas are cleared and cleaned at the end of each shift.

- Ensure that cleaning of the floors and tables in the Dining Hall is to the required standard.
- Maintain a high standard of dress and personal hygiene.
- Maintain standards of safety and hygiene according to legislation and any other statutory requirements.
- Help others when required.
- Attend meetings and training sessions as required by the management.
- Carry out any reasonable request from your supervisors and the management team within the general scope and purpose of your job.
- Be courteous to your fellow employees and diners.
- Compliance with the schools policies and procedures, particularly with regard to safeguarding children, health and safety and data protection.

Secondary and Infrequent Duties

- Occasional additional working may be required to service special functions outside of contracted hours.

Equality, Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly and requiring reasonable adjustments.

Application Procedure

Please contact Sue Stone (catering@portregis.com) for details of how to apply. Please read the Explanatory Note which contains details of our safer recruitment vetting checks before applying.

Kevin Binns
Bursar

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.