



BROOKE HOUSE COLLEGE
ENGLAND

Post: Summer School Catering Assistant

Reports To: Catering Manager

Salary: National Minimum Wage

Hours: Up to 40 per week

Dates: 25th June 2025 – 24th August 2025

General Description of Post:

To assist the Chef Manager in providing meals for all students and to ensure hygiene standards are maintained.

Purpose:

To provide a professional, friendly, efficient and first-class service in supporting the operations of the kitchen to provide a good eating experience and environment for pupils, staff, parents, visitors and others and create a good impression.

Main duties:

- Ensure the working area is clean and safe
- Tidy and clean work tops, oven tops, fridge handles etc
- Assist with cooking as required
- Prepare foods as instructed
- To set tables and prepare for meals at the set service times
- Washing up and maintaining cleanliness of kitchen, food preparation and service area
- Serving meals
- Cleaning the dining area to include floor clean and tables
- Ensuring all food is kept stocked at the servery
- Tidying trays and clearing away
- Preparing sandwiches
- Assist with putting away deliveries
- Laundering tea towels
- Empty bin bags in the dining area
- Organising tea trays etc for meetings
- Keep fruit topped up in the dining area
- Providing assistance as required, maintaining the servery and high standards of cleanliness whilst ensuring compliance to company policies, best practice and current legislation
- As required, organise and assemble packed lunches



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Other Duties:

The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time.

Such variations are a common occurrence and would not justify the re-evaluation of a post.

Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Performance Management

- Participate fully in the College's Performance Development Appraisal process and meetings and attend relevant and compulsory training as requested

Knowledge, Skills and Experience

- Keep up to date with developments relating to your area
- Review and maintain your own professional practice through agreed development activities. CPD opportunities will be offered, and financial support is available
- Ensure statutory requirements are met, adhering to the College handbook and practices

College Policy

- Contribute to the development of (as required), and adherence to all College policies
- Support the College ethos and values and always consider the reputation of the College, staff and students
- Assist, along with all other College employees, with school duties as appropriate in accordance with the College's business needs

Personnel

- Communicate effectively, positively and professionally with all members of the team
- Work collaboratively with other staff and promote mutual respect

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

We are an inclusive College and strive to be a learning, caring and thriving institution.

We take the responsibility to our students seriously at Brooke House College and all staff are expected to commit fully to the safeguarding of students and staff.



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All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Brooke House College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all staff.