

King's Ely

Evening Dining Hall Assistant

Job Description



Department Structure:-

Catering Manager

Evening Dining Hall Supervisor

Evening Dining Hall Assistant

Key responsibilities:

- To carry out serving of food as set out in the dining hall rotas and as instructed by the Evening Dining Hall Supervisor.
- To carry out all cleaning as set out in the dining hall rotas and as instructed by the Evening Dining Hall Supervisor.

Other Duties:

- To maintain the hygiene standards for the kitchen and appropriate areas, as set out in King's Ely Food Hygiene policy.
- To report to the Catering Manager any damage or defects to the buildings, furnishings and equipment which you may notice during your daily routine.
- It is the duty of every employee to read and comply with King's Ely Health and Safety policy documents.

Remuneration and Hours

- Hours- 18 hours per week – Monday – Saturday 5pm – 8pm (44 weeks per year). One Sunday in 3 during term time paid at double time.
- Start Date- as soon as all checks are complete.
- Salary (£8,856.00 per annum)

Training:

King's Ely recognises the value of training its staff in relevant areas to enable them to fulfil their potential, and to maintain a happy and committed workforce. Some Health and Safety training would be essential.

Terms & Conditions

- Members of support staff will be enrolled in the statutory auto-enrolment pension scheme (age and salary threshold dependent). The employer and employee contribution rates for the auto-enrolment pension scheme are currently Employee contribution 5% and Employer contribution of 3%.
- Holiday entitlement is 33 days' paid holiday per annum including public holidays. 3 days of this annual entitlement must be taken at Christmas when the School operates a shutdown. The holiday year runs from 1 September to 31 August.
- Members of staff are entitled to educate their own children in any of the three parts of the school. There is a staff discount for children's fees from Reception Year onwards; the total staff discount value for school fees is 50% for full-time staff, reduced pro-rata for part-time staff, subject to an overall school fees remission limit of 50% of their gross salary. All extra items are to be paid in addition. Members of staff are entitled to 10% discount on all King's Ely school uniform ordered for their own children from Schoolblazer.
- The school offers a private healthcare insurance scheme, which staff may opt to join, at their expense, shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year.
- Limited free on-site car parking.
- School lunch provided when at work over lunch time and free tea and coffee throughout the day.
- A cycle to work scheme available (administered by Evans Cycles).
- Use of school gym facilities (during specific times) and use of the school swimming pool at specific times (during summer).
- Employment is subject to satisfactory Enhanced Disclosure certificate from the Disclosure & Barring Service (DBS) and all other statutory checks relevant to the position.