



# Fettes College

## CATERING ASSISTANT



### THE ROLE

An opportunity has arisen for a Catering Assistant to join our amazing Catering Department. Catering Assistant support the Catering team and the wider College Facilities, both for the College, Fettes Trust, Westwoods Health Club and other subsidiary companies.

The Catering Department provides three meals per day during term time to staff and students and during the Summer Language School 'term', and one meal per day for primarily non-teaching staff at other times, subject to the needs of the Catering Department to close for training, cleaning and holidays.

Reporting to the Assistant Catering Manager, and in their absence, the Breakfast Supervisor or Shift Leaders, Catering Assistants will be expected to be flexible in working hours, working five days out of seven, and be able to work additional hours as required for functions within the College. They should react quickly, efficiently and courteously to customer needs, and to the request of duty management, whilst maintaining the cleanliness, hygiene and safety of the Catering Facilities.

### Main Duties and Responsibilities

- Organise and control food service points as directed
- Deliver and serve meals and snacks with the correct items as requested, and exercise portion control as directed
- Setting out of dining tables, chairs and serving points
- Setting of tables, laying out of cutlery, coffee pots water jugs, etc, for example for parents' teas, meetings, societies, staff rooms, lunches and dinners
- Carry out general kitchen and dining room duties including washing up of containers, cutlery, glass, plates, etc, clearing away equipment including tables and chairs.
- Clean kitchens, dining room and surrounding areas including large and small equipment, all work surfaces, furniture, floors and walls
- Always provide excellent levels of customer care
- Basic preparation of food and beverages including vegetables and snacks using appropriate equipment, and as directed by senior chefs
- Comply with food hygiene and health and safety regulations and procedures
- Any other reasonable duties as required in the provision of Catering Services

The duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake, however, it is not an exhaustive list of activities, and staff may be asked to carry out duties commensurate with the grade of the post. All staff are expected to accept a reasonable amount of overtime if requested from time to time. We reserve the right to adjust employee' shifts to cover the requirements of our business and cover annual holidays.

## PERSON SPECIFICATION

- Have a passion for providing excellent customer service.
- Ideally, have a strong background in a similar high volume/high quality establishment.
- Excellent time keeping and time management skills.
- Be a competent multi-tasker, who can work under pressure, and as part of a happy and committed team.
- An Elementary Food Hygiene qualification would be preferable. Experience of allergen legislation and knowledge of special diets would be useful.
- Be aware of Health and Safety requirements within a catering environment.

## BENEFITS

- You will be entitled to 30 days' holiday during the School Year (September to August) plus 8 public holidays. Holidays will therefore ordinarily be taken outside term time.
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.
- Lunchtime meals may be taken in the Dining Hall free of charge during term time and when catering is provided and at other times, when catering is provided, and you are on duty.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

## Hours of work

The salary for this role is £11.50 per hour (with a review pending on 1<sup>st</sup> September 2024), with hours of work being 35 hours per week (varied start and finish between 6 am and 9 pm), 5 days out of 7 to cover weekends. The hours worked above contractual hours will be paid at 1.5 of a normal hourly rate.

New staff at Fettes join a friendly and supportive team with a vibrant mixture of age and experience. We value every member of staff's contribution to the life of the school.

## APPLICATION PROCESS

The closing date for applications for this role is **Monday, 5<sup>th</sup> July 2024**.

To apply please go to our website and follow the link for this vacancy: [www.fettes.com](http://www.fettes.com) submitting your CV and a covering letter outlining your suitability for the role

If you would like further information prior to applying for this role, please contact Michelle Nimmo, Assistant Catering Manager via [M.Nimmo@fettes.com](mailto:M.Nimmo@fettes.com)

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

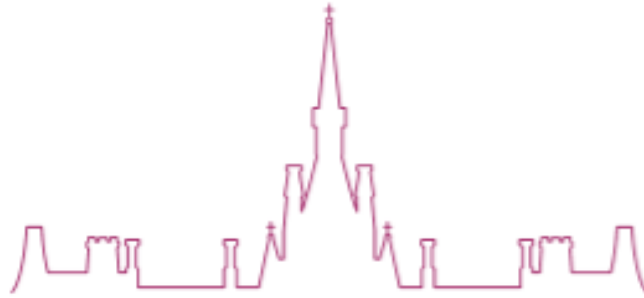
We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at [s.hussain-savuk@fettes.com](mailto:s.hussain-savuk@fettes.com).



## ABOUT FETTES

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with *'A place to live. A place to learn. A place to grow'*. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



# Fettes Moving Forward

## **Our vision**

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)*



## THE AIMS OF THE COLLEGE

Fettes College aims to nurture the individual while fostering a happy, well-ordered and caring community with strong family values at its core.

To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment
- Feel safe, valued, have a sense of personal worth and are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and teamwork
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes
- Are provided with equal opportunities regardless of gender, sexuality, ethnic origin or religion
- Are encouraged to stretch and challenge themselves in everything they undertake