



**George  
Heriot's  
School**  
Founded 1628

## **Job Description**

**Title:** Food Service Assistant  
**Responsible to:** Catering and Hospitality Manager

### **Summary:**

Working as part of the Catering Team, the Food Service Assistant plays an important role in the delivery of a full range of catering services for the Heriot's Community including pupils, staff, governors and visitors.

### **Main Duties:**

Reporting to the Hospitality and Catering Manager the duties of the Food Service Assistant include:

- Provision of a friendly and efficient food service to customers
- Stock replenishment as required
- Provide assistance at functions and events
- Cleaning – both basic and deep cleaning
- Assisting Early Year Children
- Adherence to food safety legislation
- Undertake Training as required to ensure compliance with Health and Safety and Food Safety legislation
- Attend meetings as may be necessary from time to time
- Any other duties as deemed reasonable and necessary by the Catering Manager.

### **Skills and Attributes:**

- Previous experience of working as a Food Service or Catering Assistant in a formal working environment
- Basic Food Hygiene Certificate
- Excellent communication skills
- Ability to work both individually and as part of a team in a busy kitchen environment
- Willingness to undertake training and development in line with department/school requirements and in line with Food Safety legislation

### **Additional Information**

Heriot's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007 and the successful candidates will be required to obtain membership of the PVG scheme.

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number  
SC011463*