



GENERAL STORES ASSISTANT

Reports to: Catering Services Manager

Job Purpose: Gordonstoun School is renowned for its hospitality, providing a wide range of international and national dishes on a daily basis to the Gordonstoun students and staff. Our Catering Assistants also support our talented team of chefs in providing fine dining, for events and visits from distinguished and often high-profile guests. The food we prepare has great variety and delivers the nutritional value for adventurous experiences, whether that is a trip to the Cairngorms or sailing a yacht to the Arctic. This would be an ideal role for someone who is looking to test out a potential career in the industry, with the added bonus of learning new skills, a continuing development of international cuisine and being part of an exciting future here at Gordonstoun.

Grade & Working Hours: 1 BN 37.5 per week as per set 2-week rota

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

Will include working in the following areas as per your rota (90% of working time)

- Crockery Store
- Dry food Stores
- Expedition Stores
- Fridges and Freezer
- Administrative work including ordering and stock check

The Role involves Function work within and out with the Refectory - organising & transportation of furniture and equipment, setting up, serving and carrying out recovery (9-10).

Completing cook safe documentation (up to 1%).

A General Stores Assistant plays a vital role in maintaining the efficiency and organisation of the stores area. Their responsibilities include ensuring the stores are kept clean, tidy, and well-organised at all times, with a strong focus on stock rotation to maintain freshness and reduce waste. They liaise regularly with the Deputy Manager to monitor inventory levels and place timely orders to ensure stock availability. The assistant is also responsible for preparing and setting aside function crockery as required, ensuring it is clean and ready for use. Additionally, they oversee the preparation of packed meals, making sure all components are correctly assembled and ready for distribution. Ensuring proper stock checks are completed and that communication and via email between us and the customer is maintained and that ordering is completed in conjunction with the Head Chef. This role requires attention to detail, good communication skills, and a proactive approach to supporting the wider catering team.

PERSON SPECIFICATION:

Attributes	Essential	Desirable	Assessment method
Education and qualifications	No Formal qualification	- REHIS Elementary food hygiene certificate - Driver	Application form Sight of Qualifications at interview
Knowledge	- An understanding of Food Hygiene - An understanding of Health and Safety	To have worked in a Catering environment previously	Application form Interview
Skills and experience	To be able to - Surpass the expectations of our customers (either students, staff and visitors) - Recognise opportunities for improvement in the level of service offered and act on them - Provide a professional standard of service	- To be able to illustrate how to provide 1st class service - Knowledge of FIFO - Proficient in Microsoft Office	Application form References Interview Task
Personal skills and qualifications	- A commitment to Gordonstoun's unique educational ethos - Flexible, with a can-do attitude - Someone who creates a positive and cooperative working environment - Being on time - Dressed in clean smart uniform - Listening to instructions and advice - Asking questions if unsure - Being polite and respectful to customers and colleagues - Being part of the Team - A natural organiser		
Child protection	- Suitable to work with children - A full PVG check will be completed on the successful candidate	Experience of working with children or young people	References

