



LORD  
WANDSWORTH  
COLLEGE  
· HAMPSHIRE ·



# Lord Wandsworth College Food Service Assistant

**Candidate Pack**



# Role Profile

<b>Directorate:</b>	Catering
<b>Responsible to:</b>	Catering Manager
<b>Location:</b>	On Campus
<b>Contract:</b>	Permanent, Term Time (33 weeks per year term time, plus 3 weeks non term time and 5 hours per week for 15 days LWC Enterprises/ Summer Lets
<b>Hourly Rate:</b>	08.00 - 17.00 = £11.14, before 08.00, evenings & weekends = £11.65

## **Come and join our Catering team!**

It is our belief that our staff are our biggest asset. We believe our staff should be respected, well trained & supported.

You will receive an excellent induction and work alongside fully trained catering teams, ensuring our Pupils and Staff are well catered for within a welcoming safe environment. We are a friendly and welcoming team. While working hard we also arrange social events so there is plenty of opportunity to get to know your colleagues in a relaxed environment too.

We use fresh produce with the majority of dishes made from scratch each day. We have herbs and fruit trees on site which are often used in our recipes.

We look after our mums, dads and carers who are offered up to 3 emergency leave days per year for care of dependents.

We appreciate it is tough to get to our campus so help with transport can be arranged.

Why not join the team and enjoy the following benefits?

### **Benefits**

We offer a great range of staff benefits including:

- Guaranteed 2 weeks off over the festive Christmas period
- Easter break guaranteed
- Majority of Bank Holidays off, including New Year
- Sociable hours
- Contributory pension scheme
- Death in service scheme - 4 times your annual salary
- State of the art, restaurant quality, hot and cold food available
- Give as you earn and staff volunteering day
- Personal accident insurance
- Enhanced family friendly policies including support for emergency time off for dependants
- Friends and Family referral scheme (£250 for each referral)
- Fee remission for children
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Excellent social and sporting events for staff within the school
- Team members receive full, on the job training as well as Food Safety, Manual Handling, Allergen and First aid

### **Role outline and purpose**

The primary purpose of the role is to support the busy catering department with food service to staff, pupils and guests. This will include clearing and cleaning tables, trays, crockery and cutlery as well as ensuring the dining area is kept tidy and clean.

The catering department is very well equipped, and the catering team take pride in seeking new ideas of how best to vary customer choice, continue to promote 'healthy eating' for all and add value to the customer service ethos.

### **Role responsibilities**

- Ability to multi-task and prioritise workload
- Ability to work on own initiative as well as part of a team serving meals
- Clearing/cleaning of trays from trolleys
- Loading/Unloading dishwasher
- Putting clean equipment away
- Cleaning of dining hall, dining tables, work surfaces and floors
- The clearing, washing and drying of all appropriate cutlery, crockery, trays etc
- Sweeping and moping of dining hall floors
- Emptying and removal of refuse from all front of house areas

### **Person Specifications and Behaviours**

- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Demonstrate commitment to diversity and inclusion practices
- Demonstrate a commitment to the values of LWC
- Be proactive in matters relating to health and safety including the completion of all Safety Media modules where appropriate

### **Key Stakeholders**

- Catering Manager
- Deputy COO
- All staff
- All pupils

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the college.



# Lord Wandsworth College

Lord Wandsworth College is an ambitious and forward thinking independent, HMC co-educational boarding and day school of around 660 pupils, aged 11-18. It enjoys a fine reputation for its very high standards, pastoral care, and superb all- round education. LWC is situated in an estate of 1200 acres in a rural area of Hampshire within the village of Long Sutton, yet only 15 minutes from Hook/ Winchfield stations which are less than an hour from central London. The College was founded in 1922 to provide an education for children who had lost one or both parents and their time was spent not only in school but also working on the farm which was, and remains, an integral part of the LWC landscape. The Lord Wandsworth Foundation continues to support about fifty children and is central to our ethos. Our 5 Pillars define a Lord Wandsworth education and they are:

**1 What one more thing can you do to make a difference to others**

**+2 We aim to treat every pupil two years ahead of where they should be academically**

**+3 We are passionate about welfare, wellbeing, and good mental health for all**

**4 Pupil Voice. We aim to be the leading school in the UK within 5 years**

**Character Education. We aim to be a leading voice in the UK within 5 years**

## Appointment process and how to apply

Please apply via our website using the Hire Road platform.

The closing date for applications is the 20th August. The college reserve the right to close the role early.

Should you wish to discuss the role in strict confidence please feel free to contact Iain Hedley, Catering Manager ([hedleyi@lordwandsworth.org](mailto:hedleyi@lordwandsworth.org))

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed to ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1922.



**Long Sutton, Hampshire, RG29 1TA**

**T. 01256 862201 W. [www.lordwandsworth.org](http://www.lordwandsworth.org)**