



## LUDGROVE SCHOOL - JOB DESCRIPTION

**Job Title:** Evening/Weekend Dining Room Assistant  
**Department:** Catering  
**Reporting to:** Jonny Lamerton, Chef Manager  
**Days/Hours of work:** Evenings/weekends (only when the boys are in school)

**Job purpose:**

To serve tea to the boys and be responsible as part of a team, for ensuring that the school dining room and wash-up area is kept clean and tidy.

Ludgrove is a Berkshire based boarding school with approximately 190 boys, and from our school kitchen, each meal (breakfast, lunch and tea) is freshly prepared.

**Main duties**

- Bring tea from the kitchen to the dining room and serve the boys
- Be aware of individual boys' food allergies and other dietary requirements, encouraging the boys to eat a healthy and varied diet and to drink enough
- Follow a cleaning schedule to maintain a high standard, ensuring that the dining room and wash-up area and equipment are clean and hygienic at all times - once tea is over, to thoroughly clean and wash the tables, benches and floors of all areas.
- Operate the dishwasher, cleaning dishes, cutlery, glasses etc checking for cleanliness and presentation and reporting any problems
- Lay up the dining rooms for breakfast, preparing the tables with cutlery, mugs, bowls, plates, jugs etc.
- Serve biscuits and milk/water to the younger boys and help with serving cereal and toast to the older boys.
- Be flexible to occasionally amending the hours of work, as needed by the school.
- To carry out all duties complying with The Health and Safety at Work Act. Food safety training can be offered.

**Requirements**

- Strong organizational and multitasking skills
- Active listening and effective communication skills
- Ability to handle heavy cleaning equipment and furniture
- Team spirit, demonstrating a willing and positive attitude. Punctuality.
- To wear correct uniform at all times and be presentable and hygienic for every shift

*Ludgrove is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society. We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring.*

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check.*