

Food Services and Dining Room Assistant Opportunities



A BIT ABOUT US:

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate, and is located in Stowe's world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

In January 2021, Winchester House and Swanbourne House Schools became part of The Stowe Group. The schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is also open to the public during the school holidays.

WE ARE CHANGE MAKERS

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.



CALLING ALL FOOD SERVICE AND DINING ROOM ASSISTANTS!

- Do you thrive working in a busy environment as part of a flexible, dynamic team?
- Do you enjoy working with people, providing an excellent level of service?
- Would you love to work in the beautiful surroundings of Stowe?

If the answer is YES we would love to hear from you!

At Stowe we are looking for food service and front of house dining room assistants to join our team. You will be responsible for carrying out all aspects of food service and dining room duties for pupils, staff and visitors, preparing our dining and hospitality areas and our pantry/ancillary kitchen areas in readiness for food and beverage requirements.

You will be supporting the team to provide an excellent level of service for a quality breakfast, lunch, dinner as well as working on some of our exciting events such as school banquets, Stowe parents' events, wedding events, corporate hospitality and lots more!

About you: If you have previous hospitality experience that's great but if not don't worry as you will be fully trained on all aspects of the role. You must be good with people, work well in a busy environment and enjoy being part of a team where flexibility and an 'all hands on deck' approach is sometimes required!

Shift Pattern:

We currently operate a shift pattern of: 07.00 – 14.30 and 11.45 – 20.15 (working on rota basis 5 days over 7 with alternative weeks off)

An average of 40 hours per week, 52 weeks per year

Ideally candidates would be able to do a combination of the two but if for any reason you can't just let us know and we will see what we can do to accommodate a set shift pattern in line with our service needs.

Hourly Rate:

From £10.00 per hour with the option of overtime

WHAT DOES THE STOWE GROUP OFFER YOU? As part of our Stowe Group family, you can access many benefits to include:

- Free uniform
- 25 days plus 8 days bank holiday (pro rata'd dependent on the hours you work)
- Free meals, refreshments and parking
- Competitive pension scheme
- Discounted School Fees – 50% across all Schools
- Annual Golf Membership for colleague and immediate family
- Use of School facilities – gym/swimming pool for colleague and family
- Death in service benefit
- Wellbeing benefits including free Flu vaccination and eye tests



- 10% discount in the School Shop
- Learning and development opportunities

How to apply: An application form and job description may be downloaded from our website [Stowe - Job Vacancies](#). However if you need us to send you an application form or need any help with the application process please contact: recruitment@stowe.co.uk 01280 818005

Closing date:

The Stowe School Group is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

Application deadline: This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date.

Contacting you: We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly.

Job Description:

Job Title:	Food Service Assistant
Department:	Food Services and Hospitality
Accountable to:	Deputy Manager
Responsible for:	No direct reports

Purpose of the job:

To provide a quality food service to School and Events. To maintain standards of cleanliness and comply with all aspects of the Health & Safety at Work Act.

Values and Behaviours:

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe's aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.



Key Responsibilities and Accountabilities:

- To carry out all aspects of food service and customer liaison.

Key Tasks:

1. To prepare the servery, School social areas, hospitality areas, dining rooms and wash up areas in readiness for food and beverages requirements.
2. To carry out food service duties to pupils, staff and visitors in a manner that enhances the image of the School, communicating with diners in an effective manner and welcoming manner.
3. To prepare areas of the school for hospitality activity, taking an active role in providing hospitality service at large school events such as Open Days, Speech Day, Leavers Ball and other society dinners and feasts.
4. To work alongside part time, evening and weekend staff and to give direction and guidance regarding our standards and working practices.
5. To take part in the departments' daily team brief as required.
6. To carry out cleaning duties as specified on schedules or as directed, ensuring that departmental hygiene standards are met.
7. To adhere to Health & Safety and Food Safety legislation, reporting incidents to the Duty Manager.
8. To play an active role within the Food Services Team, contributing to a positive atmosphere across the department and within the wider School community.
9. To adopt a responsible and caring approach to all aspects of the job.
10. To maintain departmental standards of tidiness and cleanliness.
11. To work within the team to ensure all departmental requirements are met in full.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: March 2022

Transport may be available, please discuss your specific request at interview.



Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

Attributes	Essential	Desirable
Qualifications		
Specialist Skills & Experience	<ul style="list-style-type: none"> • Customer service background 	<ul style="list-style-type: none"> • Level 1 food hygiene • Previous catering experience • School catering experience • Experience working within a team • Food Allergen Certificate • Experience at Formal dining events and plate service
Personal Qualities	<ul style="list-style-type: none"> • Smart appearance • Personable manner towards others • Team player • Enjoys working around young people • Has energy and drive 	