



# Barfield School

**Post:** Lunchtime Assistant

**Responsible to:** Domestic Bursar. The post holder will work closely with the Chef and other Lunchtime Assistants.

**Job purpose:** Assist in the housekeeping to help ensure the smooth running of the school lunches. The job is not routine and therefore you must be flexible and prepared to tackle almost anything.

## **Key Responsibilities:**

### **1. Daily Duties**

- Wash up everything in the kitchen including pots and pans
- Clear down and leave clean and tidy the dishwasher and the side of the kitchen once lunch is over and the washing up is done
- Serving lunch to the pupils and staff
- Empty bins
- Put on the washing machine with dirty cloths
- Help the chef in any way that you can
- Cover in various areas – kitchen, dining hall, if staff are absent
- Any ADHOC duties given by the Domestic Bursar

## **Duties**

The following job description covers the principal tasks required for the Lunchtime Assistant. It is not necessarily a complete list of everything required for the full professional discharge of duties. The duties outlined in this job description may be modified with your agreement, to reflect or anticipate changes in the job.

## **Person Specification**

The School is looking to appoint a person who would relish the opportunity to play a significant part in the future success of this highly regarded independent Prep School.

### **Essential Criteria**

- Reliability
- Conscientiousness
- Understanding of need to maintain standards of hygiene and cleanliness
- Attention to detail
- Ability to work as part of a team

### **Salary, Hours and Benefits**

This is a part time role, working 11am until 2pm, Monday to Friday during Term Time. There may be the requirement to work additional hours at the beginning and end of school holidays, and possible assistance with evening and weekend events.

Start date – As soon as possible

### **How to apply**

Please send a completed application form and covering letter to Sarah Grantham, HR & Administration Manager, Barfield School, Guildford Road, Runfold, Farnham, Surrey, GU10 1PB or by email [sarah.grantham@barfieldschool.com](mailto:sarah.grantham@barfieldschool.com).