



The
Ladies' College
Guernsey

Catering Assistant



November 2025

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Candidate Criteria

This position forms part of the team in the Senior School's Refectory, 'The Core'

The role would suit a candidate with some experience of working in a catering environment, however full training will be given.

A hygiene certificate is required and can be arranged through the College.

Key Criteria

- Be able to work under pressure in a fast-paced environment
- Proactive and work well within a team
- Good interpersonal and customer service skills
- Ability to communicate effectively with students and staff

Duties

- Assist with the preparation of food
- Serve meals to pupils and students from Melrose and the Senior School
- Operate the tills as required
- Assist with the loading and operating of the dishwasher and washing up (pots/pans/utensils)
- Assist with the general cleaning of The Core as required, equipment and structural
- Clear away plates and utensils.
- Clear the kitchen & disposal of rubbish and recycling
- Other duties as assigned to proactively support The Core team

Hours

Hours are 09:30 – 13:30 Monday to Friday.

Term time only, plus 3 INSET days of 7 hours each (one per term)

There will be some additional hours required for out of hours events, to be agreed with the Chef Manager / Bursar on a termly basis.

Line Management

Reports to the Chef Manager

Remuneration

The remuneration for this post will be on the States of Guernsey Public Service Employee (PSE) scale, A1-B2; which equates to £13.7455/hour through to a maximum of £14.9258/hour at the time of writing. The level of remuneration will be commensurate with experience.

Other Benefits

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy Notice and Data Protection Policy and The data Protection (Bailiwick of Guernsey) Law, 2017.