

**JOB DESCRIPTION
CATERING ASSISTANT**

- JOB TITLE:** Catering Assistant
- REPORTING TO:** Catering Manager
- JOB PURPOSE:** To provide a high standard of service to Pupils, Parents and Staff

KEY RESPONSIBILITIES:

- To provide a friendly, informative and efficient service to all customers at the food counter.
- To work in a clean, tidy and organised environment.
- To serve at the food counter efficiently and deal with customers methodically.
- To carry out stock rotation and replenishment duties, including checking deliveries.
- To carry out temperature control checks, as required.
- To assist with routine cleaning of the kitchen and all utensils and equipment.
- To assist in the preparation of food.
- To carry out general duties such as washing up. As required.
- To ensure that appropriate Health and Safety and hygiene procedures are implemented.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the catering manager.

**PERSON SPECIFICATION
CATERING ASSISTANT**

ESSENTIAL ATTRIBUTES:

- Basic Hygiene Certificate
- Proven team working ability
- Strong communication skills
- Ability to act on own initiative
- Proven customer service skills
- Enthusiasm

DESIRABLE ATTRIBUTES:

- Previous catering experience

FURTHER INFORMATION:

- Based in the catering department of Dumpton School, Wimborne, Dorset.
- The catering assistant will work from 12.00noon until 2.30pm Monday to Friday
- Applicants must undergo a Disclosure & Barring Scheme check before employment can commence and complete a medical health questionnaire.
- Uniform will be provided.

RETURN APPLICATIONS:

- **VIA EMAIL TO:** j.perry@dumpton.com
- **BY POST TO:** Justin Perry, The Bursar, Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF.

We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.