



# DUMPTON SCHOOL

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## WIMBORNE

*'Home to Growth and Learning'*

### **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
- Swimming pool area tidying and cleaning
- 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:**

#### **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 the following hours: Monday – 10.00am until 2.30pm & Tuesday to Friday – 12.00 noon until 2.30pm
- This position is term time only plus cleaning days (9) per year.
- Applicants must undergo a Disclosure & Barring Scheme check before employment can commence and complete a medical health questionnaire.
- Uniform will be provided.
- Salary: £6,312 per annum

**RETURN APPLICATIONS:**

**VIA EMAIL TO:** [recruitment@dumpton.com](mailto:recruitment@dumpton.com)

**START DATE:** At the successful candidates' earliest convenience

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