

**Job Title**                **Health Centre Kitchen Assistant/ Domestic Cleaner**

**Reports to**             **Senior Nurse Manager**

### **Job Purpose**

The Kitchen Assistant/Domestic Cleaner is a dual role and the person will be responsible for assisting the Health Centre Cook with the daily preparation of food, serving meals, cleaning and tidying in the kitchen with the addition of cleaning and keeping tidy designated areas within the Health Centre to ensure that all inpatients are cared for in a safe and hygienic environment.

### **Key Tasks and Responsibilities**

- Cleaning, mopping, sweeping, vacuum cleaning, polishing, dusting of all fixtures and fittings of the designated areas within the health centre, including toilets;
- Preparing evening meals for boys and staff, helping to maintain the high standard of food hygiene principals in the kitchen;
- Taking meal trays to inpatients, clearing away and washing dishes;
- Record and document food temperatures;
- Taking breakfast orders from patients and set up the breakfast trays ready for the morning;
- Ensure there is appropriate stock and top up where necessary;
- Using where appropriate the correct powered equipment for vacuuming, shampooing, scrubbing & polishing of floor areas.
- Ensuring that all duties are carried out with hygiene and infection control in mind.
- To perform other such duties as may be reasonably requested by the Senior Nurse Manager to ensure the safe and effective operation of the Health Centre;

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity, and inclusion.

### **Skills and Competencies Required**

To be successful in this role, the incumbent should have:

- Previous experience of food preparation;
- Previous experience of cleaning in a similar environment;
- Ability to communicate at all levels;
- Excellent time management and organisational skills;

Last Updated: September 2024

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- The flexibility to work as part of a team, as well as possessing a sense of self-motivation to use own initiative at all times;
- Great attention to detail and take pride in your work – you're keen to deliver the highest possible standards;
- A flexible approach to work and a positive 'can do' attitude;

**Working Pattern**

- Your working hours will be 6.00pm to 8.00pm, from Monday to Friday.
- The role is for term-time only plus 3 days before the boys start back at the beginning of each term and after they leave at the end of each term, the equivalent of working 40.6 weeks of the year including holiday entitlement of 5.6 weeks

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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