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| **Job Title** | *Dining Room Assistant (College Hall)* |
| **Reports to** | *College Butler*  |

**Job Purpose**

We are looking for a Dining Room Assistant to assist the College Butler in the day to day running of the College Hall. This role is working in the Dining Room and will assist with setting up for meals and College events relating to the King’s Scholars, parents and guests.

**Key Tasks and Responsibilities**

* Assist in the preparation of service and dining areas;
* Providing a food service;
* Washing up;
* Cleaning equipment, utensils and working areas;
* Maintaining correct levels of Health and Safety;
* To undertake any other duties as may reasonably be required of you in the post;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but 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.

**Skills and Competencies Required**

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

* Relevant dining experience;
* Cleaning experience;
* The ability to communicate and work effectively within a team;
* Ability to work under pressure;
* Flexible approach;
* Ability to use own initiative;
* Ability to carry out tasks under pressure.

**Working Pattern**

* Your will be working 40 hours per week, working 6 days per week including evenings and weekends
* You will be working 40.6 weeks per year. (You will be paid over 12 months)
* This is a term time only position plus 3 days at the start and end of each term. There will also be a requirement to work during some of the school holidays for which additional payment is made.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.