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| **Job Title** | *General Assistant* |
| **Reports to** | *Bekynton Supervisor/Manager/Duty Manager* |

**Job Purpose**

To ensure excellent front of house service and deliver a professional service across all areas of our central dining facility – Bekynton.

**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 and promotion of equality, diversity & inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by 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 working hours will be 41.5 hours per week, working either:
	+ Monday, Tuesday, Friday and Saturday from 07:00 – 14:30 and 19:00 – 21:00. Sunday working hours: 08:00 to 14:30 and 19:00 – 21:00. You will have Wednesday and Thursday off.
	+ Wednesday – Saturday from 07:00 – 14:30 and 19:00 – 21:00. Sunday working hours: 08:00 to 14:30 and 19:00 – 21:00. You will have Monday and Tuesday off.
	+ Monday, Tuesday, Wednesday and Saturday from 07:00 – 14:30 and 19:00 – 21:00. Sunday working hours 08:00 – 14:30 and 19:00 – 21:00. You will have Thursday and Friday off.

**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.