



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

October 2020

Dear applicant,

**Kitchen Assistant AKCT2032**  
Grade 2 (£9.25-£9.43 per hour)  
10 hours per week

Thank you for your enquiry regarding the above position. We are looking to appoint an enthusiastic and hard working person to join our catering team. We are looking for someone who is committed to providing excellent customer service and must be confident to deal with all ages of the school community. The successful applicant will be resilient and able to work in a fast paced environment.

The role involves some food preparation and various duties as part of the team providing the catering service to students and staff during lunch times.

The working hours will be during term time, with occasional additional hours during school closures for staff training and cleaning.

Previous experience in a catering role is desirable, however we would also welcome applicants with a "Can-do" attitude who are willing to learn on the job, with the drive and commitment to providing a quality service.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9.00 on Friday 06<sup>th</sup> November 2020**. Following completion of the short-listing process, shortlisted candidates will be telephoned and invited for interview the following week.

Please complete the application form in full; CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

**Mr Carl Jones**  
Business Manager

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