

Job Title Catering Supervisor – College Hall

Reports to College Butler

Job Purpose

Provide proactive support to the College Butler in overseeing the daily operations of College Hall, including the delivery of meal services for approximately 70 King's Scholars and the coordination of Top Table dining events for the Provost, Vice Provost, Head Master, Fellows, Master-in-College, and Masters.

Work collaboratively with the College Butler to plan, organise, and deliver a wide range of formal and informal events for Blue Corridor residents and the Foundation area, ensuring smooth execution and attention to detail.

Serve as the deputy to the College Butler during periods of absence, assuming responsibility for the effective management of College Hall operations, supervising staff, maintaining service standards, and ensuring the seamless continuation of all catering and hospitality functions.

Key Tasks and Responsibilities

- Maintain the highest standards of service, presentation, and professionalism across all areas of operation.
- Report for duty in accordance with staffing schedules, ensuring punctuality and readiness to perform allocated responsibilities.
- Comply with all Health & Safety, Food Safety, Hygiene, and COSHH regulations, promoting a safe, clean, and hygienic working environment.
- Work alongside the College Butler to organise, supervise, and support the team, ensuring all duties are completed efficiently, to specification, and within agreed timescales.
- Ensure dining rooms, serveries, and associated service areas are prepared, presented, and maintained to the required standards before, during, and after service.
- Promote and implement best practice in the storage, rotation, and preparation of perishable food items, minimising waste and ensuring food safety compliance.
- Foster effective working relationships through clear communication, daily briefings, and collaborative teamwork within College Hall.
- Support the planning and successful delivery of major College catering events, including St Andrew's Day, the Fourth of June, and Leavers' Sunday.
- Encourage a positive, respectful, and supportive working culture, promoting excellent teamwork and customer service.
- Participate in all mandatory and role-specific training to maintain professional competence and continually improve service delivery.
- Undertake any reasonable training or development activities requested by management.
- Handle confidential information responsibly and comply with all relevant legislation, College policies, and procedures relating to confidentiality and data protection.
- Lead hospitality operations for special functions and formal events, including those taking place outside normal working hours.
- Oversee the setup, service, clearing, and post-event cleaning of hospitality and catering functions to ensure exceptional standards are maintained.

Last Updated: July 2026

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.

- Attend meetings, training courses, and development sessions as required to support personal and departmental objectives.
- Undertake additional duties, within the scope of the role, to support the operational needs of the department and ensure the smooth running of College Hall.

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.

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Skills and Competencies Required

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

- Previous supervisory experience within a hospitality or similar environment
- Ability to lead and motivate a team
- A relevant catering qualification would be desirable (NVQ Level 2)
- Good communication skills – will need to be able to communicate with customers, clients and staff
- Some understanding of Health and Safety Regulations
- Ability to work under pressure and to deadlines
- Able to use own initiative
- Ability to work effectively as part of a team
- Flexible approach to role.

Working Pattern

- You will be working 40 hours per week 6 days out of 7, 40.6 weeks per year. (You will be paid over 12 months)
- You will be entitled to 5.6 weeks of holiday. (You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day's holiday in lieu.)

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

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ROLE PROFILE

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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