

Job Title Catering Supervisor**Reports to** Assistant Catering Director**Job Purpose**

Our Catering Supervisors are fundamental to ensuring that they support the Assistant Catering Director in developing and managing the catering services in the Boarding Houses. The Boarding Houses are integral to the boys' lives; therefore, the Catering Services has a direct impact on the boys' experience of life at Eton College and their overall nutritional welfare.

You will be responsible for the supervision of some of the Boarding House Catering Teams.

As a member of the Boarding House community you will also have the opportunity to be actively involved in the life of the House, for example through involvement in boys' sports, plays and musical productions.

Key Tasks and Responsibilities

- Work alongside the Catering Management Team, Housemasters, Dames to ensure the smooth, efficient and effective catering service in the Boarding House. In addition to act as cover for the Assistant Catering Manager.
- Ensure consistency in the quality of menus and standards across the Boarding Houses are maintained at all times;
- Assist in developing the minimum agreed menu standards and supervising the delivery and presentation of meals;
- Supporting the Assistant Catering Managers the day to day management of the Catering Teams to ensure adequate staffing cover in the Boarding Houses;
- As required preparing food in the Boarding House;
- Providing appropriate cover for houses when required;
- Adhere to all parts of Eton College Food Hygiene Policy and Food Safety Management System;
- Ensure the kitchens are achieving Eton College environmental and recycling targets and reducing food waste;
- Attend all annual training (practical and legal) as requested;
- Be flexible to work across the catering operation in the College as required
- Providing support to the Kitchen and Dining room assistants;
- To support and manage all aspects of production and presentation of service, having regard for delivering high standards of health and safety, hygiene, nutritional value and allergen control and ensure non-compliance is reported;
- Ensure expectations are met with the House Master and Dame to ensure house functions are catered and appropriately run;
- Keeping an eye on staff dynamics and reporting any concerns to the Catering Manager;
- Undertaking any other reasonable duties to help facilitate the smooth running of the Boarding House catering services;
- 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';

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- 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:

- Practical hands on catering experience ideally both front and back of house;
- Qualified to Level 2 Professional Cookery or above and/or equivalent practical experience;
- Flair and passion for Food;
- A minimum of Level 2 in Food Hygiene Certificate;
- Experience of allergen management;
- Experience of catering for special diets;
- Understanding of Health and Safety legislation;
- Understanding of Food Hygiene legislation;
- Ability to supervise and motivate members of the catering team;
- Ability to nurture a good working relationship with other departments.

You may enjoy this role if:

- You have a flexible approach to work and a 'can do' attitude;
- You have great attention to detail and take pride in your work – you're keen to deliver the highest possible standards and you understand the impact your work has on boys who are away from home, especially boys who have recently joined the College and who are in unfamiliar surroundings;
- You enjoy working as part of a team and you are happy to get stuck in and support your colleagues;
- You're able to work unsupervised and use your own initiative;
- You have good verbal communication skill
- You have good time management skills, well presented and have the ability to prioritise.

Working Pattern

- This role is for 40 hours per week, working 5 out of 7 days during term time.

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,

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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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