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| **Job Title** | Boarding House Chef |
| **Reports to** | Catering Manager |

**Job Purpose**

Our Boarding House Chefs are key roles within the College, and have an important part to play in making the boys’ experience of College life as good as it can be. As such, you will be responsible for supporting the Catering Team with Catering Services in the kitchen and servery ensuring that boys are provided with nutritionally balanced meals in your Boarding House. Often working alone with the support of the Central Catering Team.

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**

* Preparation and service of Chambers (this is the boys’ mid-morning snack).
* Preparation and service of all Boarding House functions
* Preparation and serving of year group evening meals each week, usually for 15 guests.
* Provide cover for other Boarding House Chefs across the College as and when required.
* To undertake any other duties as may reasonably be required of you in the post
* Commitment to equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed by providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* 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.

**The Boarding House Chef duties include:**

* Preparation, cooking and service of all additional house functions
* Complete the daily food safety and allergen paperwork as required by Eton College Food Safety Management System and Food Hygiene Policy
* Ordering of food as required
* Cleaning down of the kitchen and servery each day
* Assist in the preparation and cook food for all meals for the boys, House Master, Dame and guests in other Boarding Houses when required
* Supporting all Boarding House catering across the College, covering absences in catered and non-catered houses
* Support 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 in your kitchen to the Catering Manager
* Support the Catering team in all house functions to a high standard as required
* Assist in a monthly stock take
* Adhere to all parts of Eton College Food Hygiene Policy and Food Safety Management System
* Attend all annual training as requested and required by law and The College
* Be flexible to work across the catering operation in the College as required
* To work with the House Master, Dame and boys to increase the boy’s nutritional awareness
* Undertaking any other reasonable duties to help facilitate the smooth running of the Boarding House catering services
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed by providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* 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:

* Experienced Assistant/Junior Cook/Chef
* Qualified to Level 2 Professional Cookery and/or equivalent experience
* Level 2 in Food Hygiene Certificate
* Experience of allergen control;
* Clear understanding of Food Hygiene legislation;
* Ability to co-ordinate and deliver event hospitality;
* 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;
* Ability to nurture a good working relationship with other departments;
* You’re able to work unsupervised and use your own initiative;
* You have good verbal communication skills;
* You have good time management skills, well presented and have the ability to prioritise;

**Working Pattern**

* You will be working 40 hours per week, 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.)
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.

**Potential Career Progression**

We are keen to help our employees progress their careers. For those who would like to increase their level of responsibility, there is scope to develop and move to a Chef role or equivalent position. There are also a variety of other roles within the College, which you could move into, depending on your skills and experience.

**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.