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| **Job Title** | Waiting Staff (casual contract) |
| **Reports to** | Catering Manager (although may report to a designated individual during events) |

**Job Purpose**

Our waiting staff are key to ensuring that everyone attending a function or event at Eton has an enjoyable time. Working as a member of our Front of House team, you will deliver a professional and efficient waiting service at social events, functions and dinner parties. This includes preparation and setting up for events and functions, assistance during the event itself, and cleaning and tidying away afterwards. Events take place regularly throughout the academic year. Some events take place within buildings and marquees at Eton, some take place at other Eton-owned sites, such as Dorney Lake. Some events can also happen at short notice, so flexibility is an important part of the role.

**Main Duties**

* Assisting with the set-up for functions, events and dinner parties as directed. For example, this may include (but is not limited to) laying tables, checking the cleanliness of tables, crockery, cutlery and glassware, arranging furniture, laying out and displaying food, etc.
* Where necessary, assisting chefs with basic food preparation, following their guidance and direction.
* Preparing drinks for guests where needed.
* Welcoming guests and introducing the menu (where relevant) and answering questions about the menu.
* Serving food and drink to guests promptly, checking the quality of both before serving, and replenishing drinks as necessary.
* Removing used crockery, cutlery and glassware in an unobtrusive and timely fashion.
* Clearing down, cleaning and washing up after events, and working with the chef team with their clean-down as necessary.
* Undertaking any other reasonable tasks to facilitate the smooth running of the event.
* At all times adhering to food, hygiene and safety standards and allergen management policies
* Attending training as and when required
* Commitment and promotion of equality, diversity and 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 but 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.

**About you**

You do not require any formal qualifications to work as one of our waiting staff, however, we look for the following characteristics for those who work as part of our Front of House team:

* A friendly, positive and personable manner with the ability to engage a wide range of people.
* A desire to provide excellent customer service and exceed customer expectations.
* The proven ability to work well in a team.
* Personal initiative and the ability to carry out tasks under pressure.
* Flexibility and the ability to occasionally work at short notice.
* Previous Restaurant/Dining/Hotel would be advantageous

**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 but 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.