

Job Title	Hospitality Assistant
Reports to	Hospitality Manager and Hospitality Supervisor

Job Purpose

The Hospitality Assistant will assist the Hospitality Team in the preparation for and service to, all functions and events within and from Bekynton, the College's central dining facility.

Key Tasks and Responsibilities

- Prepare the crockery, cutlery, glassware and linen in readiness for events;
- To transport all of the above and food and beverages to the desired locations;
- To ensure the location of the event is ready and clean;
- To set up locations of events to the expected standard and as directed by the Hospitality Manager/Supervisor;
- To clear locations after events and complete set-down according to site requirements and standards;
- To deliver unparalleled customer service of the highest standards at all times, with excellent attention to detail;
- To undertake bar duties;
- To have an excellent personal presentation and wear the correct uniform as directed;
- To maintain the vehicles used for hospitality delivery in good condition and cleaned after use;
- To maintain hospitality equipment in good order;
- To adhere to company and site procedures in regards to Health and Safety and Food Safety which may include temperature checks, food labelling and dating, cleaning schedules and allergen regulations at all times and ensure that all records of such are kept;
- To ensure you maintain your work area to a clean, hygienic and tidy standard at all times;
- To identify any hazards and report to the senior manager on duty;
- To ensure stock is controlled and rotated;
- Undertake training and development relevant to the role;
- Promote a friendly working relationship with all colleagues;
- To work alongside temporary staff and guide as necessary;
- To assist with sports teas and pack up preparation and deliveries;
- To carry out any reasonable request made by the Hospitality Manager/Supervisor or duty manager or senior chef;
- All employees of Eton College are also expected to:
 - Develop 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, complying with all safeguarding procedures 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.

Last Updated: July 2025

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.

Skills and Competencies Required

To be successful in this role, you will need to be able to demonstrate the following:

- Have experience in a similar high profile / high expectation environment;
- Have excellent interpersonal and people skills and ability to communicate effectively with customers, clients and staff;
- Take pride taken in work and service excellence;
- Have the ability to achieve performance criteria;
- Be positive in approach to learning in role with self-motivation;
- Have the ability to multi-task and be organised;
- Have good time management;
- Demonstrate attention to detail;
- Be literate and numerate;
- Have the ability to use own initiative;
- Have the ability to work effectively on your own or as part of a team;
- Be flexible approach to role and demands of the business in terms of working hour/shifts patterns;
- Have a good standard of waiter / waitressing skills, whilst this is not essential, it would be desirable;
- Have good knowledge of food and beverages including wines and beers would be advantageous but not essential.

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, 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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