

Job Title Casual Waiting Staff

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 events can also happen at short notice, so flexibility is an important part of the role.

Key Tasks and Responsibilities

- 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 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: September 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

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 experience would be advantageous.

Working Pattern

This is a permanent casual role, and therefore the College is under no obligation to provide work or a minimum number of set hours each week. As a member of casual staff, requirements for any services will depend on a varying level of demand. Hours will only be paid that have been actually worked. Exact hours will be discussed and agreed with you by the Catering Manager.

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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