

Job Title Assistant Service Manager (Chef Background) – TAP & Rowlands

Reports to Catering Service Manager – TAP & Rowlands

Job Purpose

The Assistant Service Manager supports the day-to-day operation of Rowlands and TAP (Boys Social area), working closely with the Catering Service Manager to maintain excellent food standards, supervise staff, and ensure full compliance with food safety legislation, health and safety requirements, and safeguarding standards.

In the absence of the Catering Service Manager, the Assistant Service Manager will deputise and take full responsibility and accountability for the operational management of both TAP and Rowlands.

Key Tasks and Responsibilities

- Supervise daily kitchen operations across Rowlands and TAP, ensuring food is prepared and presented to a consistently high standard;
- Ensure kitchens and food preparation areas are clean, organised, and well maintained at all times;
- Ensure compliance with all food hygiene regulations, allergen controls, and health & safety procedures;
- Support the implementation and monitoring of HACCP systems across Rowlands and TAP;
- Ensure safeguarding policies are upheld within all kitchen and food service areas;
- Maintain accurate records, including temperature checks, cleaning schedules, and risk assessments;
- Supervise kitchen staff during shifts, providing guidance, support, and leadership;
- Assist with staff training, induction, and ongoing development;
- Promote a positive, respectful, and professional working environment;
- Support rota planning to ensure appropriate staffing levels;
- Assist with stock control, ordering, and delivery checks for Rowlands and TAP;
- Monitor portion control and minimise waste;
- Report equipment issues and support basic kitchen maintenance;
- Ensure correct storage, labelling, and rotation of food products;
- 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';
 - 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, Experience & Qualifications

Essential

- Previous experience working in a professional kitchen environment;
- Strong knowledge of food hygiene, health & safety, and allergen management;
- Ability to supervise and motivate a team;
- Strong proficiency in Microsoft Office Programs;

Last updated: February 2026

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.

- Confident communication skills and a professional, approachable manner.

Desirable

- Experience within a multi-outlet catering environment;
- Food Safety Certificate (Level 2 or above);
- Experience supporting hospitality or events catering.

Working Pattern

- You will be working 42.5 hours per week (including evenings and weekends).
- You will be contracted to 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).

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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