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

**Job Purpose**

Our Assistant 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 an Assistant Chef you will be responsible for supporting the Chef with Catering Services in the kitchen and pantry ensuring that boys are provided with nutritionally balanced meals and to deputise the Boarding House Chef on their day off.

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 meals including breakfast, chambers, lunch and supper and assisting the Chef in producing and serving these meals.
* Provide cover for the Chef when they are not on duty.
* Assist in the preparation and cook food for all meals for the boys, House Master, Dame and guests;
* Complete the daily food safety and allergen paperwork as required by Eton College Food Safety Management System and Food Hygiene Policy
* Assist the Chef as required with ordering of food as required;
* Assist in the cleaning down of the kitchen and pantry each day;
* 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 for house functions to a high standard as required;
* 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
* 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 and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 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.

**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 controls;
* An understanding of Health and Safety legislation;
* 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 required to work 40 hours per week over 6 days, on a term-time only basis.
* You will be working 40.6 weeks per year.
* You will be entitled to 5.6 weeks per year 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.

**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.