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| <b>Job Title</b>  | Catering Manager            |
| <b>Reports to</b> | Assistant Catering Director |

**Job Purpose**

Our Catering Manager is fundamental to ensuring that they support the Assistant Catering Director in developing and managing the catering services in the Boarding Houses. The Boarding Houses are integral to the boys' lives; therefore, the Catering Services has a direct impact on the boys' experience of life at Eton College and their overall nutritional welfare.

You will be responsible for the day-to-day management of the Boarding Houses Catering Teams.

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**

- Work alongside the Assistant Catering Director, House Masters, Dames to ensure the smooth, efficient and effective catering service in the Boarding House. In addition to act as cover for the Assistant Catering Director. These duties include, but are not limited to:
- Ensure consistency in the quality of menus and standards across the Boarding Houses are maintained at all times;
- Supporting the Assistant Catering Director the day to day management of the Catering Teams to ensure adequate staffing cover in the Boarding Houses;
- Being a first point of contact for sickness and providing appropriate cover for houses;
- Line management responsibility for the Kitchen and Catering Assistants;
- Review the daily food safety and allergen paperwork as required by Eton College Food Safety Management System and Food Hygiene Policy and ensure each house is compliant;
- Manage and implement all parts of Eton College Food Hygiene Policy and Food Safety Management System;
- To review daily house expenditure and collate financial information from each House and report and action as appropriate to the Assistant Catering Director;
- Adhere to all parts of Eton College Food Hygiene Policy and Food Safety Management System;
- Review monthly stock levels and report any concerns to the Assistant Catering Director;
- Assist in managing the daily administration of the department;
- Assist in managing all catering entertainment bookings;
- Manage the rotas for each house;
- Plan and assist in delivering annual training as requested and required by law;
- Train and monitor all new catering staff;
- Support the Assistant Catering Director in managing all employee relations issues;
- Support the Assistant Catering Director to conduct and manage performance reviews and appraisals;

Last Updated: March 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.

- To support and manage 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;
- Be flexible to work across the catering operation in the College as required;
- Keeping an eye on staff dynamics and reporting any concerns to the Assistant Catering Director;
- To work with the Boarding Houses to increase the boy's nutritional awareness;
- Undertaking any other reasonable duties to help facilitate the smooth running of the Boarding House catering services;
- 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 2024 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**

- A minimum of Level 3 in Food Hygiene Certificate;
- Experience of word and excel;
- Previous supervisory experience;
- Experience of managing budgets;
- You have knowledge of volume catering;
- Experience of allergen management control;
- Experience of nutrition and wellbeing special diets;
- Experience with working with young people;
- Clear understanding of Health and Safety legislation;
- Clear understanding of Food Hygiene legislation;
- Experience of delivering catering training ;
- 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;
- You will have worked in a similar role
- Able to manage a team, supervisory or management experience

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**Working Pattern**

- You will be working 40 hours per week, 5 days out of 7 including weekends
- You will be working 52 weeks per year.

**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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