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| **Job Title** | Assistant Catering and Hospitality Director (Boarding Houses) |
| **Reports to** | Catering and Hospitality Director |

**Role Overview**

The Assistant Catering and Hospitality Director (Boarding Houses) is responsible for managing and delivering high-quality catering services across the boarding houses, including College Hall and TAP. This role supports the Catering and Hospitality Director and the Assistant Catering Director of Bekynton in developing and implementing catering strategy, with a strong focus on efficiency, customer service, and commercial awareness.

This position involves the day-to-day management of catering teams across 25 boarding houses (Catering Houses), as well as TAP, College Hall, and associated catering facilities*.*

The Central Catering team is responsible for feeding over 1,300 boarding pupils and circa 150 resident staff seven days a week during term time, and hospitality functions for the whole College, ranging from sports teas to formal dinners and banquets for VIPs. 550 pupils currently eat in the central refectory (known as Bekynton), which is managed by an Assistant Catering Director employed by a contractor. The remaining 750 pupils eat in their boarding houses, which are known as ‘Catering Houses’. Each of these fourteen Catering boarding houses has its own chefs and dining room.

**Staff:** The Assistant Catering and Hospitality Director (Boarding) will day to day manage all catering staff within boarding houses. . This also includes all TAP, College Hall and College Kitchen and causal staff that are managed by central catering.

**Principal Contacts:** Catering and Hospitality Director, Assistant Catering Director (Bekynton), senior Catering team members, House Masters, Dames, Leadership Team

**Key Tasks and Responsibilities**

**Catering Operations & Strategy**

* Deliver a high-quality, cost-effective catering service across all boarding houses and related sites.
* Support and implement strategic catering initiatives as agreed with senior leadership.
* Ensure menus are seasonal, balanced, and approved by a nutritionist, including provisions for special dietary requirements.
* Maintain strict food safety, hygiene, and health and safety standards across all sites.

**People Management**

* Lead and manage all boarding house catering staff, including casual staff and those at TAP and College Hall.
* Oversee staffing rotas and ensure adequate coverage across all facilities.
* Conduct staff appraisals, annual training days, and promote ongoing professional development.
* Play an active role in recruitment in partnership with the HR team and Catering and Hospitality Director.

**Finance & Administration**

* Manage budgets for food and staffing in boarding houses; monitor expenditure and report concerns as needed.
* Provide regular financial updates and contribute to annual budget preparation.
* Administer the TAP payment system and oversee related financial and parental communications.
* Liaise with the finance department to ensure accurate billing, stocktakes, and payroll processing.

**Compliance & Reporting**

* Liaise with Environmental Health Officers and provide follow-up reports to relevant stakeholders.
* Conduct annual health and safety audits of all house kitchens.
* Ensure documentation and practices meet food safety legislation and Eton College standards.

**Events & Hospitality**

* Coordinate staff and logistics for internal and external events across College venues, including the Provost Lodge and Election Hall.
* Maintain close liaison with the Provost’s Office and key administrative contacts to manage event schedules and bookings.
* Raise invoices and report entertainment costs to the relevant departments.

**Engagement & Feedback**

* Attend boys’ food committee meetings to gather feedback from students.
* Conduct annual pupil catering satisfaction surveys and report findings.
* Foster positive relationships with House Masters and Dames, responding to feedback and supporting continuous improvement.

**Other**

* Commitment and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore adherence to all 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;
* Understanding and complying with procedures and legislation relating to confidentiality.

**Key skills and experience:**

* Significant experience in a similar role, ideally across multiple sites.
* Proven ability in staff leadership, recruitment, and performance management.
* Strong background in contract catering and delivering high-quality hospitality services.
* Demonstrable success in change management and service improvement.
* Effective budgeting and business planning capabilities.
* Excellent IT proficiency and administrative skills.
* Experience working in residential or education environments is desirable.

**Qualifications:**

* Good general standard of education.
* NVQ level 4 or equivalent in Hotel and Catering, Hospitality Management or,
* HND/Degree in Hotel and Catering Management.

**Behavioural characteristics:**

* Strong communication and interpersonal skills.
* Highly organised with excellent attention to detail.
* Proactive and solution-focused approach.
* Ability to remain calm under pressure and manage multiple priorities.

**Working Pattern**

* Your working hours will be based on 8am to 5pm with 1 hour for lunch but this must be taken as purely indicative. Due to the nature of the role, weekend and evening working will be required, particularly during term periods.
* You will be working 52 weeks per year.
* You will be entitled to 30 days of holiday.
* You must use all your holiday entitlement (including any lieu days) during Eton 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.

**Terms and conditions:**

The Assistant Catering and Hospitality Director’s (Boarding) remuneration package will be competitive and reflect the significance of the role. The Assistant Catering and Hospitality Director (Boarding) will be eligible to become a contributory member of the defined contribution College pension scheme. There is a (non-contributory) life assurance scheme, which all staff join on starting their employment.

Many of the School’s extensive recreational and sporting facilities are available to employees and their families (e.g. swimming, golf, tennis, theatre, concerts, etc.).

**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.**