ROLE PROFILE

Job Title	Chef (Part time), known internally as Support Cook - TAP & Rowlands
Reports to	Steward – TAP & Rowlands

Job Purpose

To support the Catering Supervisor in the preparation, cooking, and service of food and beverages within Rowland & TAP Café, ensuring high standards of food quality, hygiene, and customer service appropriate to a college environment.

Key Tasks and Responsibilities

Food Preparation & Cooking

- Prepare, cook, and present food items in line with menus and college catering standards;
- Support the Catering Supervisor in daily menu delivery and any special catering requirements;
- Monitor food quality, freshness, and portion control;
- Assist in setting up and closing down kitchen and service areas.

Health, Safety & Hygiene

- Follow all food safety regulations, including HACCP procedures and allergen protocols;
- Maintain cleanliness of kitchen equipment, work surfaces, and food storage areas;
- Adhere to college health and safety policies and report any hazards, defects, or concerns.

Teamwork & Communication

- Collaborate closely with the Catering Supervisor and TAP Steward;
- Maintain a positive, professional attitude in a fast-paced food service environment;
- 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.

Skills and Competencies

To be successful in this role, you will need:

- Experience in food preparation and basic cooking duties;
- Understanding of food hygiene, safety practices, and allergen awareness;
- A Level 2 Food Hygiene Certificate (or willingness to obtain) would be desirable;
- Previous experience working in a café, canteen, or catering setting would be advantageous;
- Knowledge of working in an educational environment would be advantageous.

You may enjoy this role if:

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- You have a flexible approach to work and a 'can do' attitude;
- You enjoy working as part of a team and you are happy to get stuck in and support your colleagues;
- 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 working 12 hours per week plus overtime during Summer term timings;
- Your working hours will be as follows:
    - Tuesday: 15:30–18:30 (3 hours)
    - Thursday: 15:30–18:30 (3 hours)
    - Saturday: 15:30–22:00 (6 hours with a 30-minute unpaid break)
- 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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