

Job Title	General Dining Assistant
Reports to	Bekynton Supervisor/ Duty Manager

Job Purpose

Bekynton is the central catering facility in Eton College and we predominantly cater for breakfast, lunch and supper for all the boys of 12 out of the 25 boarding houses. Bekynton currently serves around 15,000 meals per week over 37 weeks per year, equalling 555,000 meals per annum-and growing!

Bekynton also prepares and delivers 32,000 packed meals for sports events around the campus, 9,500 hot and cold sports teas each year and has currently catered in 64 differing venues around Eton. Many community events are catered for with relish – like the provision of catering for House Events, Eton Action Fair and many other events where entertaining is required.

As a General Dining Assistant, you will ensure excellent front of house service and deliver a professional service across all areas of our central dining facility at Bekynton.

Key Tasks and Responsibilities

- Assist in the preparation of food service and dining areas;
- Providing a food service within dining and hospitality areas to ensure continuous and unhindered service times;
- Once trained use the dishwasher on shift if requested and in line with the SSW;
- Assist with cleaning of all equipment, utensils and working areas after service periods to ensure cleaning schedules are completed accurately;
- To take ownership of health and safety within all areas ensuring correct Health and Safety procedures are followed and compliant;
- To attend meetings and training as requested;
- To undertake any other duties as may reasonably be required of you in the post;
- 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 Required

To be successful in this role, you will need to be able to demonstrate the following;

- Relevant dining experience;
- Cleaning experience;

Last Updated: July 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.

- The ability to communicate and work effectively within a team;
- Ability to work under pressure;
- Flexible approach;
- Ability to use own initiative;
- Ability to carry out tasks under pressure.

Working Pattern

- Your working hours will be 10 hours per week.
- The shift pattern is as follows:
 - Monday: 19:00 to 21:00
 - Tuesday: 19:00 to 21:00
 - Wednesday: OFF
 - Thursday: OFF
 - Friday: 19:00 to 21:00
 - Saturday: 19:00 to 21:00
 - Sunday: 19:00 to 21:00
- The contracted weeks are 46 weeks per year. Working 34 weeks term time, 6 weeks summer schools and 6 weeks paid holiday entitlement (paid over 12 months).

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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