ROLE PROFILE

Job Title Catering Assistant

Reports to Catering Manager (regular supervision by the Chef)

Job Purpose

As a Catering Assistant you will work within our Central Catering team, supporting the activities of our boarding houses. In particular, you will help to provide a full dining service during house meals, assist with Chambers and Messing teas (morning and afternoon breaks), support the chef team with food preparation and food presentation, and undertake the required cleaning in the kitchen and dining areas of the house. You will also work during a variety of house functions throughout the year providing kitchen support and waiting services as necessary.

Key Tasks and Responsibilities

- Ensuring that the kitchen, service areas and dining areas are clean and tidy, and at the standard of cleanliness required by statutory regulations and in line with the Service Level Agreements in place;
- Assisting the chef team with the preparation and presentation of meals and snacks, including meals for house functions and events;
- Setting up dining spaces in advance of meals and clearing away afterwards;
- Bringing food and beverages from the kitchen to the dining areas and either serving the meals or assisting pupils and guests to serve themselves (this will be dependent on the style of the meal and is under the direction of the Chef);
- Washing up crockery and cooking equipment;
- Cleaning fridges and store cupboards;
- Taking deliveries on behalf of the kitchen team when required;
- Providing waiting services as required;
- Providing support at a minimum of four House/School events per academic year (these are normally the Fourth of June celebrations, Leavers Lunch, St Andrews Day and Founders Feast). Please note, there is the opportunity to work at more events than those you are contracted to, for which you would receive additional pay;
- Inform the Dame and the House Master immediately if you have any concerns about a pupil so they can be effectively supported – for example, if they are not happy, seem unwell, are not eating at meal times, or you think they are being bullied;
- Delivering outstanding levels of customer service;
- Attend all mandatory food safety and health and safety staff training;
- Ensuring health and safety regulations are followed at all times;
- Undertaking any other duties as reasonably required.

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.

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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 demonstrate the following:

- Good customer service skills;
- A flexible approach to work and a 'can do' attitude;
- 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 pupils who are away from home, especially pupils who have recently joined the College and who are in unfamiliar surroundings;
- Enjoy working as part of a team and you are happy to get stuck in and support your colleagues;
- Enjoy engaging with young people and you are keen to develop good professional relationships with the pupils, and you will always act in the pupils' best interests;
- Have good verbal communication skills;
- Excellent punctuality and be well presented;
- Ideally, you will have worked in a similar role, however, this is not essential if you have the right attitude and you are keen to learn.

Working Pattern

- Your working hours will be 20 hours per week including evening and weekend work.
- You will be working 40.6 weeks per year. (You will be 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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