

Job Title	General Dining / Catering Assistant
Reports to	Catering Manager (regular supervision by the Chef)

Job Purpose

As a General Dining/ 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, 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;
- Supervising messing teas as and when necessary. Messing tea is a time when pupils make their own drinks and snacks in a designated kitchen area. Supervision includes setting up the items needed for tea and clearing away afterwards, as well as overseeing pupil activity and behaviour;
- 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;
- Commitment and promotion of equality, diversity & inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;

Last Updated: 27th September 2022

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.

- Commitment to safeguarding and promoting the welfare of children, including by 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

To be successful in this role, the incumbent should have:

- A flexible approach to work and a 'can do' attitude;
- Great attention to detail and takes 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.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

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