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| **Job Title** | Hospitality Assistant |
| **Reports to** | Hospitality Manager and Hospitality Supervisor |

**Job Purpose**

The Hospitality Assistant will assist the Hospitality Team in the preparation for and service to, all functions and events within and from Bekynton, the College’s central dining facility.

**Key Tasks and Responsibilities**

* Prepare the crockery, cutlery, glassware and linen in readiness for events;
* To transport all of the above and food and beverages to the desired locations;
* To ensure the location of the event is ready and clean;
* To set up locations of events to the expected standard and as directed by the Hospitality Manager/Supervisor;
* To clear locations after events and complete set-down according to site requirements and

standards;

* To deliver unparalleled customer service of the highest standards at all times, with excellent

attention to detail;

* To undertake bar duties;
* To have an excellent personal presentation and wear the correct uniform as directed;
* To maintain the vehicles used for hospitality delivery in good condition and cleaned after use;
* To maintain hospitality equipment in good order;
* To adhere to company and site procedures in regards to Health and Safety and Food Safety which

may include temperature checks, food labelling and dating, cleaning schedules and allergen

regulations at all times and ensure that all records of such are kept;

* To ensure you maintain your work area to a clean, hygienic and tidy standard at all times;
* To identify any hazards and report to the senior manager on duty;
* To ensure stock is controlled and rotated;
* Undertake training and development relevant to the role;
* Promote a friendly working relationship with all colleagues;
* To work alongside temporary staff and guide as necessary;
* To assist with sports teas and pack up preparation and deliveries;
* To carry out any reasonable request made by the Hospitality Manager/Supervisor or duty manager

or senior chef;

* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of 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;
* Understand and comply with procedures and legislation relating to confidentiality

**Skills and Competencies Required**

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

* Have a valid UK Driving Licence;
* Have experience in a similar high profile / high expectation environment;
* Have excellent interpersonal and people skills and ability to communicate effectively with customers, clients and staff;
* Take pride taken in work and service excellence;
* Have the ability to achieve performance criteria;
* Be positive in approach to learning in role with self-motivation;
* Have the ability to multi-task and be organised;
* Have good time management;
* Demonstrate attention to detail;
* Be literate and numerate;
* Have the ability to use own initiative;
* Have the ability to work effectively on your own or as part of a team;
* Be flexible approach to role and demands of the business in terms of working hour/shifts patterns;
* Have a good standard of waiter / waitressing skills, whilst this is not essential, it would be desirable;
* Have good knowledge of food and beverages including wines and beers would be advantageous but not essential.

**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.**