

**Job title** Chef (known internally as Boarding House Chef)

**Reports to** Catering Manager

### Job Purpose

The Chef is responsible for the planning, preparation, and presentation of high-quality meals in a private residence setting. This includes breakfast, lunch, supper and providing hospitality for visitors, parents, and VIP guests. You will work closely with the House and Central Catering team to ensure high standards of food quality, safety, and dietary compliance.

You will be based in a historic and well-supported private residence, equipped with a modern kitchen and backed by a dedicated Central Catering team. The working week follows a structured school term calendar, with the advantage of having school holidays off. The role provides stability, personal satisfaction, and the opportunity to make a tangible impact on young lives through food.

### Key Tasks and Responsibilities

- Plan and prepare daily meals, snacks, and special events with creativity and nutritional balance.
- Ensure meals are delivered on time and meet the specific dietary needs of residents, including allergies and other dietary requirements.
- Maintain high standards of food hygiene, allergen control, and safety, compliant with relevant legislation and internal policies.
- Manage food ordering and stock control to minimise waste and maximise use of fresh ingredients.
- Maintain a clean, organised kitchen and complete all required food safety documentation.
- Collaborate with the house team to support food-related activities and promote nutritional awareness among residents.
- Provide occasional hospitality for visitors, parents, and VIP guests.
- Attend training and remain up to date with food safety, safeguarding, and relevant hospitality qualifications.
- Preparation and service of breakfast, lunch and supper;
- Provide cover for other Chefs across the College as and when required;
- 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.

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.

**Skills and Competencies Required**

To be successful in this role, we are looking for:

- A reliable, flexible chef who is calm under pressure and thrives in an independent working environment;
- Strong communication skills and the ability to follow direction while bringing your own creative flair;
- Previous experience in private households, boutique hotels, or high-volume catering is desirable;
- Understanding of special diets, allergen protocols, and food labelling legislation;
- A positive attitude and collaborative spirit – you're a team player who takes pride in quality service;
- Willingness to engage with the broader life of the residence when appropriate;
- Level 2/3 Food Hygiene Certificate;
- HACCP or allergen management training;
- NVQ or equivalent in professional cookery.

**Working Pattern**

- You will be working 40 hours per week 6 days out of 7, 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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