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

**Job Purpose**

We are looking for a full time Hospitality Assistant to 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 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 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;
* To assist with sports teas and pack up preparation and deliveries;
* 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;
* 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.
* 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

**Skills and Competencies Required**

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

* Valid UK Driving Licence;
* Experience in a similar high profile / high expectation environment;
* Excellent interpersonal and people skills and ability to communicate effectively with customers,

clients and staff;

* Pride taken in work and service excellence;
* Ability to achieve performance criteria;
* Positive approach to learning in role with self-motivation;
* Ability to multi-task and be organised;
* Good time management;
* Attention to detail;
* Literate and numerate;
* Ability to work effectively on your own or as part of a team;
* Flexible approach to role and demands of the business in terms of working hour/shifts patterns;
* Previous experience of waitressing is desirable;
* Good knowledge of food and beverages including wines and beers would be advantageous but not

essential.

**Working Pattern**

* Your working hours will be 42.5 per week, over 5 days.

**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.