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| **Job Title** | Boarding House Chef  |
| **Reports to** | Assistant Catering Director |

**Job Purpose**

Our Boarding House Chefs are key roles within the College, and have an important part to play in making the boys’ experience of College life as good as it can be. As such, you will be responsible for supporting the Catering Team with Catering Services in the kitchen and servery ensuring that boys are provided with nutritionally balanced meals in your Boarding House. Often working alone with the support of the Central Catering Team.

As a member of the Boarding House community you will also have the opportunity to be actively involved in the life of the House, for example through involvement in boys’ sports, plays and musical productions.

 **Key Tasks and Responsibilities**

* Preparation of all Boarding House meals for around 60 boys and staff (breakfast, lunch and supper)
* Preparation and service of Chambers (this is the boys’ mid-morning snack).
* Preparation and service of all Boarding House functions
* Preparation and serving of year group evening meals each week, usually for 15 guests.
* Provide cover for other Boarding House Chefs across the College as and when required.

**The Boarding House Chef duties include:**

* Preparation and serving of Chambers (this is the boys mid-morning snack);
* Preparation, cooking and service of all additional house functions;
* Complete the daily food safety and allergen paperwork as required by Eton College Food Safety Management System and Food Hygiene Policy;
* Ordering of food as required;
* Cleaning down of the kitchen and servery each day;
* Assist in the preparation and cook food for all meals for the boys, House Master, Dame and guests in other Boarding Houses when required;
* Supporting all Boarding House catering across the College, covering absences in catered and non-catered houses;
* Support all aspects of production and presentation of service, having regard for delivering high standards of health and safety, hygiene, nutritional value and allergen control and ensure non-compliance is reported in your kitchen to the Catering Manager;
* Support the Catering team in all house functions to a high standard as required;
* Assist in a monthly stock take;
* Adhere to all parts of Eton College Food Hygiene Policy and Food Safety Management System;
* Attend all annual training as requested and required by law and The College;
* Be flexible to work across the catering operation in the College as required;
* To work with the House Master, Dame and boys to increase the boy’s nutritional awareness;
* Undertaking any other reasonable duties to help facilitate the smooth running of the Boarding House catering services.

**Safeguarding Duties:**

* Commitment and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 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.

**Skills and Competencies Required**

To be successful in this role, the incumbent should:

* Be experienced Assistant/Junior Cook/Chef
* Be Qualified to Level 2 Professional Cookery and/or equivalent experience
* Hold a Level 2 in Food Hygiene Certificate
* Have experience of allergen control;
* Have a clear understanding of Food Hygiene legislation;
* Have the ability to co-ordinate and deliver event hospitality;
* Be flexible in your approach to work and a ‘can do’ attitude;
* Have 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 boys who are away from home, especially boys 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;
* Have the ability to nurture a good working relationship with other departments;
* Be able to work unsupervised and use your own initiative;
* Have good verbal communication skills;
* Have good time management skills, well presented and have the ability to prioritise.

**Working Pattern**

* You will be working 40 hours per week, working 6 out of 7 days during term time.
* You will be paid for 40.6 weeks per year which includes 5.6 weeks paid holiday entitlement. 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.