

Job Description: Senior Hospitality Chef



Function:	Schools – Independent and Private
Job:	Hospitality Chef
Position:	Hospitality Chef
Job holder:	TBC
Date (in job since):	N/A
Immediate manager	Hospitality Head Chef
Additional reporting line to:	Group Executive Chef
Position location:	Eton College and Dorney Lake

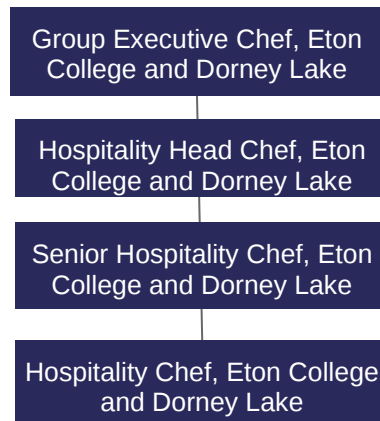
1. Purpose of the Job

- To be the very visual and approachable culinary figurehead for Hospitality at Eton college and Dorney.
- To be responsible for the timely and efficient preparation of all hospitality within all catering areas and venues within the school.
- To ensure this food production meets both Sodexo's standards of 'Fresh Food from Scratch' and the client expectation of delivering the very best food and service in the independent school sector
- To be a real foodie and inspire others around you to get excited about food and culinary creativity – this may be the chef team, the front of house team.
- To champion Food Safety and Health and Safety across all aspects of the business.
- To be a Sodexo ambassador by promoting Sodexo and the value it brings to Eton college and Dorney, allowing the client to focus on their core business of providing education. It is our role to support the environment students work in to do the very best academically whilst at Eton college.

2. Dimensions

Financial	▪ No
Staff	▪ No
Characteristics	▪ Eton college and Dorney cater for events ranging from a small afternoon tea, fine dining for up to 300 and sports event with 10000 people onsite.

3. Organisation chart –



4. Context and main issues

- Delivering quality food in multiple hospitality venues for both large and small numbers. Innovation and providing “Creativity” is key.
- Working with the Group Executive chef and Head Chef to follow effective financial control of client food
- Exceptional execution of all food hygiene and health and safety systems
- Recognising and adapting our offers to differing customer groups – Mainly hospitality across all client venues, but may also include students, parents, prospective students and families, academic staff, senior management, visitors and commercial let customers

5. Main assignments

- Execute hospitality at all Eton College and Dorney Lake venues and other locations in which we are asked to cater.
- Deliver food to the agreed specification and to the agreed performance.
- Nurture client relationships in order to stabilise & develop them for long term partnerships.
- Follow all food hygiene, health, safety and environmental legislation using the Sodexo safety management system.
- To champion the “Fresh Food from Scratch” standards ensuring Eton college and Dorney lake is the unrivalled site to see and shows off the very best to prospect accounts and visitors alike.
- To follow all the “Focus on Five” management behaviours – Communication, recognition, performance, training and development and clear direction.
- To exhibit the values of both Sodexo, Eton college and Dorney Lake
- To establish and maintain productive working relationships with individuals at all levels within the School and Sodexo.
- To engage with key client groups - “Walk the Floor” during service periods and engage and interact with clients, colleagues, and any visitors.

6. Accountabilities

- High levels of satisfaction and feedback from the client groups – Students, parents, visitors, school staff, lets business and commercial events organisers with the College Campus
- Consumption costs and budgetary controls are on target or better
- High levels of staff engagement and morale
- Regular introduction of innovation that supports the business growth

7. Person Specification

Essential

- NVQ level 2 Food Production certificate or equivalent
- Intermediate food hygiene certificate
- Strong level of literacy and numeracy
- Good communication and interpersonal skills and the ability to be an effective team player.
- Flexible, with the ability to work under pressure and across a range of shifts and service times
- Excellent time management and organisational skills
- Ability to maintain standards.
- PC literate
- Food safety or health and safety qualification

8. Competencies

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Employee Engagement
▪ Commercial Awareness	▪ Learning & Development

Contextual or other information

This job description reflects the present requirements of the post. The job description will be reviewed annually as part of the approval process. As duties and responsibilities change and develop, the job description will be subject to amendment in consultation with the postholder.

Postholder:

Signed: Date.....

Name:

Manager:

Signed: Date:

Name:

9. Management Approval – To be completed by document owner

Version	1	Date	16/10/2025
//Document Owner/	Steven Wylie – Group Executive Chef		