

**JOB DESCRIPTION**

Christ’s College Cambridge

**Job title: Food and Beverage Assistant**

**Responsible to**: Operationally responsible to the Front of House Manager

**Place of work:** Christ’s College, Cambridge and all property owned by the College in and around Cambridge

**Salary:** £10.25 per hour

**Hours:** This position is being offered as a zero hours contract. The hours of work may include early, late and split shifts, and some weekend work.

**Pension scheme:** The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time. For more details, see the HR Manager.

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**Job summary**

To assist the College’s team in providing a professional food and beverage service:

 **Key responsibilities**

* Assisting in the delivery of an excellent food service in Hall, Upper Hall, High Table and other College functions as directed;
* Acting at all times in a courteous and professional manner and contributing to the overall effectiveness and efficiency of the front of house service;
* Executing instructions accurately, efficiently and professionally;
* Assisting the casual Food and Beverage Assistants with their duties and setting a good and positive example;
* Maintaining the highest of standards with regard to food hygiene and safety;
* Undertake daily housekeeping duties in Hall, Upper Hall, Old Combination Room, Senior Combination Room and Butler’s Pantry;
* Assisting with all forms of room preparation and food service delivery, including laying correct table settings for all functions and excellent presentation of all cutlery and crockery;
* Being aware of and adhering to the security measures which are applied to the control and handling of the College Plate;
* Reporting any maintenance issues to the Front of House Manager or Shift Leader, as appropriate;
* Maintaining an appropriate standard of appearance and dress which meets the requirements as set out in the staff handbook.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

**General responsibilities**

* To take part in the College’s appraisal scheme and to undertake training as required
* To be responsible for your own health and safety in the workplace
* To fully comply with all the College’s policies including equality of opportunity and data protection
* To undertake any other reasonable request or duties commensurate with your post

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Education/Qualifications |  |  |
| Experience |  | * Working in a similar customer facing role
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| Skills/knowledge and training | * Good team working skills
* Good communication skills
 | * Good customer service skills
* Knowledge of food hygiene and safety
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| Personal attributes | * Smart appearance
* Honest and reliable
* Polite and friendly
* Flexible approach and open to positive change
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