

**JOB DESCRIPTION**

**Job Title: Casual Food and Beverage Assistant**

**Responsible To**: Head Butler via Deputy Head Butler and Food and Beverage Supervisors

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

**Salary:** Spine point 25 on the University’s Single Salary Spine Point Chart

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

**Holiday:** 33 days annual leave (including public holidays), pro rata

**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.

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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 Head Butler (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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October 2025