



## JOB DESCRIPTION

<b>Job Title:</b>	Buttery and Bar Assistant
<b>Responsible To:</b>	Head Butler via Buttery and Bar Supervisor
<b>Place of Work:</b>	Christ's College, Cambridge and all property owned by the College in and around Cambridge
<b>Salary Range:</b>	Spine Point 25 on the University's Single Salary Spine Point Chart
<b>Hours:</b>	Full-time, 36.5 hours per week
<b>Holidays:</b>	33 days annual leave (including public holidays)
<b>Pension Scheme:</b>	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 catering and specifically buttery team in providing a professional, efficient and friendly service to students, staff, Fellows and visitors.

### Key Responsibilities

- Opening and locking up on time.
- Ensure all bar areas are kept clean and tidy and appropriate levels of service, equipment, beverages and glassware are always available.
- Ensure that the correct methods of storage, stock rotation, and stock holding are maintained.
- Serving drinks, including alcoholic beverages and coffees, and light snacks.
- Serving an extensive and popular cocktail menu (full training given).
- Operating the till and balancing cash and credit receipts at the end of the session.
- Maintain a good product knowledge of beverages available and provide advice to customers as appropriate to meet their requirements.

### Cellar Work

- Preparation of wines and other drinks for meals and functions as required.
- Changing beer barrels and gas cylinders.
- Assisting in weekly beer line cleaning.
- Keeping accurate records in line with College processes.



- Ensuring compliance with health and safety practices and high standards of hygiene.
- Operating the bar within the licensing laws and instructions of the Licensee.

### **Conferences/Hall Dinners**

- Serving conferences and guests with refreshments in other locations within the College.
- Assisting food service staff in Upper Hall, Hall or other dining rooms/locations and collection of glasses after Hall dinners and putting through the glass washer in the Buttery still room.
- Assisting the Front of House staff with preparation of drinks for garden parties and, if needed, help with serving to guests.
- Assisting the Butlers and Front of House Staff in Upper Hall, Hall and other dining rooms/locations.

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.
- Be flexible with working hours, especially during peak times to ensure that the Catering Department are able to deliver agreed levels of expectation.
- To undertake any other reasonable request or duties commensurate with your post.



## PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"><li>• GCSE Maths and English, or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Food Hygiene Qualification</li></ul>
Experience	<ul style="list-style-type: none"><li>• Working in a customer facing role</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a bar or of cellar work</li></ul>
Skills/knowledge and training	<ul style="list-style-type: none"><li>• Good team worker</li><li>• Organised, professional approach</li><li>• Basic computer literacy</li><li>• Customer service skills</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of food hygiene and safety</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Smart appearance</li><li>• Honest and reliable</li><li>• Polite and friendly</li><li>• Flexible</li></ul>	

December 2024