Job title: Food and Beverage Assistant

Responsible to: Head of Department; Catering Manager. 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 range: Spine points 20 - 23 on the University’s single pay spine. Incremental progression is discretionary.

Hours: Permanent, full time post working 37.5 hours per week, averaged across a 3 weekly rota comprising early, late and split shifts; some weekend work is necessary

Holidays: 36 days annual leave (inclusive of 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. For more details see the HR Manager.

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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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Education/Qualifications</td>
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<td>Experience</td>
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<td>• Working in a similar customer facing role</td>
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<td>Skills/knowledge and training</td>
<td>• Good team working skills</td>
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<td>• Good communication skills</td>
<td>• Knowledge of food hygiene and safety</td>
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<td>Personal attributes</td>
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<td>• Honest and reliable</td>
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<td>• Flexible approach and open to positive change</td>
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