

<b>Job Title:</b>	<b>Food and Beverage Assistant</b>
<b>Responsible To:</b>	Operationally responsible to the Head Butler
<b>Place of Work:</b>	Christ's College, Cambridge and all property owned by the College in and around Cambridge
<b>Salary Range:</b>	Circa £25,000 per annum
<b>Hours:</b>	Permanent, full-time post working 36.5 hours per week, averaged across a 3 weekly rota comprising early, late and split shifts; some weekend work is necessary
<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 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**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education/ Qualifications		
Experience		<ul style="list-style-type: none"> <li>• Working in a similar customer facing role</li> </ul>
Skills/knowledge and training	<ul style="list-style-type: none"> <li>• Good team working skills</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good customer service skills</li> <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 approach and open to positive change</li> </ul>	