

Job Title:	Food and Beverage Assistant
Responsible To:	Operationally responsible to the Head Butler
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Spine Point 24 on the University's Single Salary Spine Point Chart
Hours:	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
Holidays:	33 days annual leave (including public holidays)
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.

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

Criteria	Essential	Desirable
Education/ Qualifications		
Experience		<ul style="list-style-type: none"> • Working in a similar customer facing role
Skills/knowledge and training	<ul style="list-style-type: none"> • Good team working skills • Good communication skills 	<ul style="list-style-type: none"> • Good customer service skills • Knowledge of food hygiene and safety
Personal attributes	<ul style="list-style-type: none"> • Smart appearance • Honest and reliable • Polite and friendly • Flexible approach and open to positive change 	