



TRINITY HALL  
CAMBRIDGE

## FOOD AND BEVERAGE ASSISTANT | JOB DESCRIPTION

<b>Job title</b>	Food and Beverage Assistant
<b>Responsible to</b>	The Manciple (Head of Front of House)
<b>Location</b>	Based at Trinity Hall, Central Site. You may be required to undertake work at other associated sites in Cambridge as required
<b>Objective</b>	To provide an efficient and professional service to students, Fellows, staff and guests
<b>Hours of work</b>	37.5 contracted hours per week worked involving split shifts and alternate weekends. Additional hours may be required during busier periods
<b>Experience</b>	A minimum of one year's food waiting/restaurant experience is desirable
<b>Main duties and responsibilities</b>	<p>Assisting with the preparation and execution of internal and external events, main duties will include:</p> <ul style="list-style-type: none"><li>• Preparation of the function/dining rooms including set-up of furniture, table plans and laying of tables.</li><li>• Serving food and beverages at internal and external events, ensuring high standards are maintained at all times.</li><li>• To work in the servery, function rooms and SCR as required.</li><li>• Assisting with the clearing of function rooms following events.</li><li>• The undertaking of cleaning tasks in accordance with the cleaning schedule.</li><li>• To support the Manciple, Butler, Food Services Managers and Food and Beverage Supervisors with any reasonable requests as required</li><li>• To assist and ensure a smooth delivery service of foodstuff and beverages across all Catering departments</li><li>• To assist in the College Bar, as and when required</li><li>• To ensure that the principles of 'safe working practice' is adhered to at all times</li><li>• Able to work well both individually and as part of a team</li><li>• To deliver a high standard of service throughout the catering department</li><li>• To wear appropriate uniform at all times</li><li>• Handling of cash and till</li><li>• Any other reasonable duties required by the Manciple</li></ul>

**Trinity Hall reserves the right to make changes or update this job description at any time**  
**Changes will be introduced following discussion with the post holder**



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## PERSON SPECIFICATION

	Essential	Desirable
Skills/ Knowledge/Training	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Basic knowledge of food hygiene</li><li>• Knowledge of food and wine service</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of HACCPs</li><li>• Some computer knowledge</li><li>• Level 2 basic Food Hygiene Award</li><li>• Knowledge of allergens</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience in dealing with customers face to face</li></ul>	
Personal attributes	<ul style="list-style-type: none"><li>• Ability to work with minimal supervision</li><li>• Friendly attitude and able to work in harmony with colleagues</li><li>• Smart and tidy appearance</li><li>• Good timekeeping</li><li>• Reliable and honest</li><li>• Flexible in attitude and approach to work</li><li>• Willing to learn new skills and undertake further training as required</li><li>• Accuracy and attention to detail</li></ul>	

*Updated January 2024*