



TRINITY HALL
CAMBRIDGE

FOOD AND BEVERAGE ASSISTANT | JOB DESCRIPTION

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

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

Updated January 2024