Food and Beverage Assistants (2 vacancies)
Salary £19,612 (40 hours a week) per annum plus pension and benefits
Salary £9,806 (20 hours a week) per annum plus pension and benefits

An opportunity has arisen for two enthusiastic and motivated individuals to join our friendly Front of House team. The successful candidates will be passionate and committed to delivering a high level of service to our College Members as well as external clients. One vacancy will be 40 hours a week and the other will be 20 hours per week.

Duties will include assisting with the preparation and execution of internal and external events as well as the day to day running of the cafeteria service. You will assist other team members in helping to keep the Buttery organised, and will support the Manciple with other duties as required.

Previous experience in a hospitality environment is an advantage, though not essential. The successful candidates will have a passion to deliver exceptional service, have a good level of personal awareness and be able to build and maintain relationships with clients and colleagues alike.

The closing date for the above post is 12 noon on Friday 6th March 2020.

Further particulars can be found below. An application form for the above positions is available at https://www.trinhall.cam.ac.uk/about/vacancies/staff-vacancies/

Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to HR Assistant & Junior Bursar’s PA, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. Enquiries to jobs@trinhall.cam.ac.uk, tel. 01223 764660.
JOB DESCRIPTION

Job title: Food and Beverage Assistant

Responsible to: The Manciple

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 Commercial Customers

Hours of work: 40 contracted hours per week worked over a two week cycle 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
Assisting with the preparation and execution of internal and external events, main duties will include:

- 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

Responsibilities
- 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

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.
# PERSON SPECIFICATION

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| **Skills/ Knowledge/Training** | • Good communication skills  
• Basic knowledge of food hygiene  
• Knowledge of food & wine service | • Knowledge of HACCP  
• Some computer knowledge  
• Level 2 basic Food Hygiene Award  
• Knowledge of allergens |
| **Experience**         | • Experience in dealing with customers face to face & over the phone       |                                                         |
| **Personal attributes**| • Ability to work with minimal supervision  
• Friendly attitude and able to work in harmony with colleagues  
• Smart & tidy appearance  
• Reliable & honest  
• Flexible in attitude and approach to work  
• Willing to learn new skills & undertake further training as required  
• Accuracy & attention to detail |                                                         |

Updated July 2019