FOOD AND BEVERAGE ASSISTANTS

Permanent position

Full time - 40 hours per week (include evenings and weekends)
Salary range - £21,135 to £22,254 per annum

A unique opportunity to join our professional and friendly team at Trinity Hall.

We are seeking to recruit a number of enthusiastic and motivated individuals to join our 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. We have a full-time (40 hour) vacancy and a part-time (20 hour) vacancy available.

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. Further particulars can be found below.

Closing date: Friday 18th March 2022 at 12noon.
Interviews will be held w/c 21st March 2022.
An application form is available here or for further vacancies check our Staff vacancies page.

Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ.

NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to jobs@trinhall.cam.ac.uk or tel. 01223 764660.
# 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:** 40 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**
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

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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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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills/ Knowledge/Training</strong></td>
<td>• Good communication skills</td>
<td>• Knowledge of HACCPs</td>
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<td>• Basic knowledge of food hygiene</td>
<td>• Some computer knowledge</td>
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<td></td>
<td>• Knowledge of food &amp; wine service</td>
<td>• Level 2 basic Food Hygiene Award</td>
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<td>• Knowledge of all allergens</td>
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<td><strong>Experience</strong></td>
<td>• Experience in dealing with customers face to face</td>
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<td><strong>Personal attributes</strong></td>
<td>• Ability to work with minimal supervision</td>
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<td>• Friendly attitude and able to work in harmony with colleagues</td>
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<td>• Smart &amp; tidy appearance</td>
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<td>• Good timekeeping</td>
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<td>• Reliable &amp; honest</td>
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<td>• Flexible in attitude and approach to work</td>
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<td>• Willing to learn new skills</td>
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<td>• &amp; undertake further training as required</td>
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<td>• Accuracy &amp; attention to detail</td>
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*Updated Feb 2022*