BAR AND COFFEE SHOP STAFF
Casual work I Variable hours I Include evenings and weekends
Hourly Rate £9.55 per hour

Our friendly Bar Team is looking to recruit casual staff to work in our Bar and Coffee Shop.

As well as day shifts, the hours will include some evenings and weekends. Providing a professional, friendly service to students, Fellows, staff and conference guests, ideal candidates will have both Barista and Bar experience - but this is not essential as training will be provided.

All potential candidates will be invited for a trial shift.

Previous experience in a hospitality environment is an advantage, though not essential.

An application form is available here, 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 the HR Administrator on 01223 764660 or email jobs@trinhall.cam.ac.uk

Trinity Hall actively supports equality, diversity and inclusion and encourages applications from all sections of society
JOB DESCRIPTION

Job title: Casual Bar and Coffee Shop Staff

Responsible to: Bar Manager

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.

Main Duties and responsibilities

Assisting with the preparation and execution of internal and external events, main duties will include:

- Preparation of the coffee shop/bar ready for service
- To deliver a friendly and efficient service; ensuring a consistent standard of service is achieved throughout
- Preparation and serving of alcoholic and non-alcoholic drinks to patrons, in accordance with licensing laws
- Preparation and handling of hot and cold drinks and snacks
- To handle cash and process card transactions
- Stock and replenish perishable items in fridges and display cabinets as and when necessary
- To undertake cleaning tasks in accordance with the cleaning schedule
- Maintain a tidy work environment at all times
- To adhere to all relevant policies, procedures, standards and guidelines
- Ability to work in harmony with colleagues
- To maintain the high standards of the College’s Catering Department
- Adherence of the College’s dress code at all times
- Handling of cash
- To assist in the function/dining rooms, 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

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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<thead>
<tr>
<th>Skills/ Knowledge/Training</th>
<th>Essential</th>
<th>Desirable</th>
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| Good communication skills | • Barista trained  
                          • Basic knowledge of 
                          food hygiene  
                          Knowledge of 
                          HACCPs  
                          • Some computer 
                          knowledge  
                          • Level 2 basic Food 
                          Hygiene Award  
                          • Knowledge of 
                          allergens | |

| Experience | Experienced in dealing with customers face to face | Experienced in educational or similar setting |

| Personal attributes | Ability to work with minimal supervision  
                     Friendly attitude and able to work in harmony with colleagues  
                     Smart and tidy appearance  
                     Good timekeeping  
                     Reliable & honest  
                     Flexible in attitude and approach to work  
                     Willing to learn new skills and undertake further training as required  
                     Accuracy and attention to detail | |