Front of House Catering Assistant  
Job Description

**Responsible to:** Head of Dining and Beverage Services  
**Department:** Catering  
**Hours of work:** 40 per week to be worked as a shift pattern with some evening and weekend work

**Purpose of role**  
To assist in the day to day provision of catering services in the Main Hall, Function Rooms, Cafeteria servery and the Buttery. Under the daily supervisor of the Assistant Head of Dining and Beverage Services and the Catering Supervisors, assist in the provision of the highest level of professional customer service, food and beverage service and health and hygiene practice for the College’s Fellows, students, staff, guests and commercial visitors.

**Main Duties & Responsibilities**

- To assist with all catering services provided in the main Servery, at College or private functions and when required, on High Table.
- To make sure all equipment & utensils used are in a safe, hygienic working condition, and report any areas of concern to your line manager or senior supervisors.
- To maintain portion control as directed by the senior supervisor or the Chef on duty and to monitor & replenish areas with sufficient food and materials without causing extra waste.

**Cleaning and H&S Compliance**

- To comply with all Food Hygiene and Health & Safety Legislation & COSHH Regulations, and develop a positive and proactive approach to training, administration & record keeping that may be necessary, and to show due diligence at all times.
- To maintain the cleanliness of all catering service areas including the Servery, the Hall, function rooms and Buttery.

**Professional standards and expectations**

- Adhere to appropriate standards of dress, personal hygiene, timekeeping and behaviour.
- To be positive & professional when communicating with members of our community and guests, at all times.
- To respond to guest queries in a timely and efficient manner – taking responsibility for dealing with issues to resolve them professionally.
- To undertake such duties as required from time to time that may be reasonably expected within the level of the role.
- To have a flexible approach to working hours and to be prepared to provide cover if requested.

The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.
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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Good spoken English</td>
<td>Basic food hygiene</td>
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<tr>
<td>Experience</td>
<td>Experience in similar role</td>
<td>Food preparation skills</td>
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<td>Special requirements</td>
<td>Weekend and evening work</td>
<td>Manual handling training due to physical requirements of the role (training can be provided if required)</td>
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