JOB DESCRIPTION

Job Title: Catering Assistant.

Reports to: College Butler & Hall Supervisors.

Responsible to: Catering Manager.

Role: To deliver an excellent service to our students, Fellows, internal and external guests.

Main Duties/Responsibilities:

- Laying up tables for daily meals and College functions.
- Clearing and cleaning tables after meals and College functions.
- Daily cleaning of areas within the Cafeteria and Dining Hall.
- Cafeteria counter service, adhering to portion control levels, as directed by the Servery Supervisor, Butler, Hall Supervisors and Chefs.
- Assist with the service of food and beverages to students, staff, Fellows and conference guests in the Diamond, College Gardens, Dining Hall, Formal Halls, Fellows’ Dinners, Private Dinners and in the Master’s Lodge.
- Provide occasional cover in High Table dining areas.
- Maintain appropriate temperature controls.
- Provide occasional cover in the plate washing area.
- Provide occasional cover for the Cashiers. (Training will be provided.)
- Be presentable at all times, wearing the correct uniform and maintaining a good level of personal hygiene.
- Undertake and assist in any other tasks as instructed by the Butler and Hall Supervisors as shall be required in this position.
- The post-holder will be required to attend any identified training courses to enable them to competently perform the duties of the post.

This job description may be subject to change due to organisational need, and following consultation between the Catering Manager and the post holder.