



Selwyn College Cambridge

## Catering Assistant

### Role

To maintain Catering Department standards to deliver excellent front of house service for our students, staff, Fellows, visitors and guests.

### Job Description

Reporting to the College Butler and Hall Supervisors, our Catering Assistants carry out a variety of tasks in the Servery, Dining Hall, and Fellows High Table, to support the Head of Catering to meet College objectives.

### Main Duties/Responsibilities

- Greet and welcome customers from arrival through to departure.
- Be presentable at all times, wearing the correct uniform, and maintaining a high standard of appearance and hygiene.
- Be an ambassador for the College at all times.
- Cafeteria counter service, adhering to portion control levels and allergen information, as directed.
- 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.
- 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.
- Maintain appropriate temperature controls.
- Provide occasional cover in the plate washing area.
- Provide occasional cover for the Cashiers. (Training will be provided.)
- Undertake and assist in any other tasks as instructed by the Butler and Hall Supervisors.
- The post-holder will be required to attend any identified training courses to enable them to perform the duties of the post.

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

## **What we look for in our Catering staff**

- Experience in a similar role is desirable
- An understanding of what amazing guest service looks like
- A great eye for detail
- Excellent communication skills
- A friendly and approachable character
- A team player, who is willing to help others to ensure service is never compromised
- Honest and reliable
- A flexible attitude
- Ability to work under instruction and in harmony with colleagues
- A smart appearance