



Westminster College

A resource centre for learning

Serving the United Reformed Church

Westminster College, Cambridge: Job Description

Position: **Casual Food and Beverage Assistant (Weekend and Evening Focus)**
Casual hours paid at £11.40/hour.

Reporting to the Hospitality Manager but supervised by duty supervisors, the Food and Beverage Assistant is part of the College's Hospitality team. You will be responsible for providing food and beverage service to students, staff and college guests. The role will vary from serving staff and students breakfast, lunch and dinner to serving formal dinners and facilitating special events.

You will ideally have sound food and beverage serving experience, with professional presentation skills and be willing to train in fine dining service. If not already completed you will need to be willing to undertake basic food hygiene and first aid training. At times the catering assistant may be solely responsible of the smooth running of beverage breaks and meals times, and will therefore need to be confident and have the relevant language skills to liaise with conference organisers and delegates.

You will respect the particular sensitivities relative to the College's role within the United Reformed Church. It is expected that you will have a flexible approach to working hours.

General responsibilities

You will:

- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service.
- Respect the privacy of residents.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to COSHH, manual handling, working at height and fire regulations.
- Take initiative and think ahead.

Particular responsibilities

You will:

- Observe; follow all legislative health and hygiene practices and policy.
- Familiarise yourself with the College's systems and provide a friendly point of sale service to the college's staff students and visitors.
- Ensure cleaning schedules are completed appropriately.
- Clear, wash and store crockery, cutlery, glasses and equipment required during and by the end of each shift.
- Ensure conference rooms are set for guests arrival.
- Follow an event schedule and provide the expected level of service.
- Ensure the appropriate storage of stock items and maintain stock levels in the Servery and Dining Hall.
- Assist and deliver in the development of catering services.
- Meet, greet and assist our students, staff, guests and visitors in the Dining Hall and conference spaces.
- Maintain the cleanliness of the servery and servery equipment.
- Ensure all guests with specific dietary requirements are dealt with carefully to ensure they are given the correct information



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- Any other task as directed by the Hospitality Manager, duty Chef or other Manager of the College, which are consistent with the aims of the post
- It is important that in a small college like Westminster that we work in a supportive manner and therefore in times of emergency or low business you may be requested to help in another department

Other Matters

- You will have a flexible approach to working hours and be prepared to offer reasonable out of hours support for the Colleges conferences and events with focus on weekend and evening work.
- You will at all times comply with regulations, policies and procedures of the College or imposed by the Domestic Manager/Assistant domestic Manager.
- You will at all times act in the best interests of the College.

Expected Standards

- **Communication** - Communicate effectively with colleagues and internal and external customers
- **Equality and Diversity** – Act in ways that support a culture which promotes equality and values diversity.
- **Health, Safety and Security** – Act in ways that protect own and others' health, safety and security.
- **Customer service** – Deliver excellent customer service
- **Personal and People Development** – Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

Further details available in Expected standards document

Person Specification

ESSENTIAL	DESIRABLE	MEASUREMENT
1. Education and Training		
<ul style="list-style-type: none"> • Educated to GCSE / NVQ2 level or equivalent with good spoken English skills 	<ul style="list-style-type: none"> • Level 1 or 2 in food hygiene 	Application Form / Interview
2. Relevant Experience		
<ul style="list-style-type: none"> • At least 6 months of recent and relevant experience working in a catering environment 	<ul style="list-style-type: none"> • Experience in fine dining environment • Experience in College catering team 	Application Form / Interview
3. Special Knowledge and Skills		
<ul style="list-style-type: none"> • Respect for the Christian ethos of the College • Sound understanding of HACCP and food safety systems • Good understanding of allergens 	<ul style="list-style-type: none"> • Completed allergen training 	Application Form / Interview / Trial shift
4. Special Qualities and Aptitudes		
<ul style="list-style-type: none"> • Good level of communication and organisation skills • Proven capacity to work alongside others • Pro-active, able to take initiative and able to work alone when required • Reliable • High standard of, and pride in, work • Helpful and friendly with a 'Can do' attitude 		Application Form / Interview / Trial shift
5. Any other requirements		
<ul style="list-style-type: none"> • A willingness to work flexibly in accordance with event rotas including requirements to work some evenings and weekends. 	<ul style="list-style-type: none"> • Own transport 	Application Form / Interview

February 2023