

Job Description	
Job title	College Waiter (Part-Time)
Department	Front of House, Catering
Reports to	Catering Supervisor

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role
To carry out a variety of tasks that ensure the smooth set up and delivery of service in all College rooms as required, maintaining a high level of food service and cleanliness throughout.

Background information	
Based at	Gonville and Caius College, Trinity Street, Cambridge.
Hours of work	20 hrs (flexible 5 out of 7) including day, evening and weekend shifts
Contract type	Permanent
FTE	0.50
Key skills	<ul style="list-style-type: none"> • Working calmly under pressure, and as part of a team. • Willingness to be adaptable and flexible. • Ability to develop a respectful yet friendly rapport. • Ability to oversee and events desirable. • Understanding of different operating systems desirable.
Work experience and qualifications	<ul style="list-style-type: none"> • Experience as a waiter is desirable, however full training will be provided.
Budget Responsibilities	None

Main duties and Responsibilities	Time/Frequency
• Provide and maintain a high standard of food service.	As required/daily
• Maintain a high standard of cleanliness throughout the catering department.	As required/daily
• Assist in the preparation, setting up, breaking down, and cleaning of function rooms, and College facilities for a range of events.	As required/daily
• Help in the delivery of service in the College which includes Hall, Servery, Combination Rooms and Café including Harvey Court site, and any other College related areas as such times as required.	As required/daily
• Ensure the smooth running of Servery, Dinners, Breakfast, and other events as required by line managers.	As required/daily
• Liaise with chefs on menus and allergens to safely deliver briefs and services.	As required/daily
• Participate in stock taking exercises as required by the line manager.	As required/daily

Main duties and Responsibilities	Time/Frequency
<ul style="list-style-type: none"> Ensure that all Food Safety, Allergens, H&S and Hygiene standards are in place, understood and strictly followed at all times. 	As required/daily
<ul style="list-style-type: none"> Ensure stock levels are accurate and all set ups are done correctly, equipment is ready for service, end of day cashing up is accurate and handovers are ready for the next shift and all daily tasks are completed. 	As required/daily
<ul style="list-style-type: none"> Operate Epos, Kinetics, meal booking, food safety compliance systems. 	Daily
<ul style="list-style-type: none"> Any further reasonable duties that may be necessary. 	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No	
DBS check				x	
Lone working				x	
Manual handling			x		
Working at height				x	
Uniform required			x		
Training requirements		iHasco ID	Duration	Yes	No
Bullying & Harassment for Employees		108	22	x	
COSHH		628	26	x	
Cyber Security Awareness		6428	39	x	
Equality, Diversity & Inclusion		3874	60	x	
Fire Awareness		415	30	x	
Food Allergy Awareness		2207	38	x	
Food Safety & Hygiene (Level 2)		1886	70	x	
GDPR UK: Essentials		3627	38	x	
HACCP Level 2		1109	35	x	
Health and Safety Essentials		2227	48	x	
Manual Handling		471	35	x	
Personal Protective Equipment (PPE)		2613	38	x	
Slips, Trips & Falls		1913	30	x	
Working in a Licensed Premises		306	60	x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

Job title	College Waiter
Department	Front of House, Catering
Reports to	Catering Supervisor

	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	<ul style="list-style-type: none"> Previous experience in a waiting position or above. 	Desirable	A
Knowledge, skills and proven abilities	<ul style="list-style-type: none"> Ability to communicate at all levels with tact and diplomacy. 	Essential	I
	<ul style="list-style-type: none"> Knowledge of different operating systems such as tills & booking systems. 	Desirable	A/I
	<ul style="list-style-type: none"> Ability to delegate and supervise events. 	Desirable	I/A
	<ul style="list-style-type: none"> Ability to work calmly under pressure. 	Essential	I
	<ul style="list-style-type: none"> Skilled in building respectful yet friendly rapport. 	Essential	I
Behaviours	<ul style="list-style-type: none"> Conscientious attitude and with a desire to provide a high quality service to all customers. 	Essential Essential	A, I
	<ul style="list-style-type: none"> Willingness to be adaptable and flexible. 	Essential	A, I
	<ul style="list-style-type: none"> Initiative and self-discipline. 	Essential	I
	<ul style="list-style-type: none"> Able to work independently or as part of a team. 	Essential	A, I
	<ul style="list-style-type: none"> Demonstrate a high standard of personal appearance. 	Essential	I
	<ul style="list-style-type: none"> Ability to embrace change and learn new skills. 	Essential	I