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| **Job Description** |  |
| **Job title** | **Casual College Waiter** |
| **Department** | Front of House, Catering  |
| **Reports to** (Position Title) | 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.*

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

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| **Background information** |
| **Based at** | Gonville and Caius College, Trinity Street, Cambridge.  |
| **Hours of work**  | The post is on an adhoc basis. There is the opportunity to request particular shifts but the College Waiter must be available at short notice as and when required. |
| **Contract type** | Casual, Zero hour contract |
| **Key skills** | * Working calmly under pressure, and as part of a team
* Willingness to be adaptable and flexible
* Ability to develop a respectful yet friendly rapport
 |
| **Work experience and qualifications** | No qualifications or work experience are required for the role, full training will be provided |
| **Budget Responsibilities** |  None |

| **Main duties and Responsibilities**  | **Time/Frequency** |
| --- | --- |
| * Maintain a high standard of food service
 | As required/daily |
| * Maintain a high standard of cleanliness throughout the catering department outlets
 | As required/daily |
| * Assisting in the preparation, setting up, breaking down, and cleaning of function rooms, and College facilities for a diversity of events
 | As required/daily |
| * Assist in the delivery of service in the College facilities which includes Hall, Servery, Buttery and Combination Rooms, Harvey Court site, and any other College related areas as such times as required
 | As required/daily |
| * Participate in stock taking excercises
 | As required |
| * Ensure that all health and safety and hygiene standards are in place, understood and strictly followed at all times
 | As required/daily |
| * Any further reasonable duties that may be necessary
 | As required/daily |

**FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE**

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| **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.

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| **Person Specification** |

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|  | **Criteria** | **Essential/ Desirable** | **Assessment Method:A** - Application**I** - Interview**T** - Test |
| **Qualifications and training**  | * Previous experience in a waiting position
 | D | A |
| **Knowledge, skills and proven abilities** | * Ability to communicate at all levels with tact and diplomacy.
 | E  | I |
| * Ability to work calmly under pressure.
 | E | I |
| * respectful and friendly.
 | E | I |
| **Behaviours** | * Conscientious attitude and with a desire to provide a high quality service to all customers.
 | E | A, I |
| * Willingness to be adaptable and flexible.
 | E | A, I |
| * Initiative and self-discipline.
 | E | I |
| * Able to work independently or as part of a team.
 | E | A, I |
| * Demonstrate a high standard of personal appearance.
 | E | I |
| * Ability to embrace change and learn new skills.
 | E | I |

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