

Job Description

Job title	Casual College Waiter
Department	Front of House, Catering
Reports to (Position Title)	Food & Beverage Manager

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 assist in the delivery of service in all the 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	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	<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
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
<ul style="list-style-type: none"> Maintain a high standard of food service 	As required/daily
<ul style="list-style-type: none"> Maintain a high standard of cleanliness throughout the catering department outlets 	As required/daily
<ul style="list-style-type: none"> Assisting in the preparation, setting up, breaking down, and cleaning of function rooms, and College facilities for a diversity of events 	As required/daily
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Participate in stock taking exercises 	As required
<ul style="list-style-type: none"> Ensure that all health and safety and hygiene standards are in place, understood and strictly followed at all times 	As required/daily
<ul style="list-style-type: none"> Any further reasonable duties that may be necessary 	As required/daily

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No
Uniform required			x	
Training requirements	Provider	Mins	Yes	No
Food Allergy and Intolerance Training	FSA - online		x	
COSHH	iHasco online (628)	26	x	
Fire Awareness	iHasco online (415)	39	x	
Essential Health and Safety Training	iHasco online (2227)	49	x	
Manual Handling	iHasco online (471)	35	x	
Personal Protective Equipment (PPE)	iHasco online (2613)	30	x	
Slips, Trips & Falls	iHasco online (1913)	30	x	
Bullying & Harassment for Employees	iHasco online (108)	28	x	
Equality, Diversity & Inclusion	iHasco online (3874)	60	x	
Sexual Harassment Awareness	iHasco online (498)	23	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

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Reports to	Food & Beverage Manager

	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 	D	A
	<ul style="list-style-type: none"> Current full, valid Driving Licence 	D	A
Knowledge, skills and proven abilities	<ul style="list-style-type: none"> Ability to communicate at all levels with tact and diplomacy. 	E	I
	<ul style="list-style-type: none"> Ability to work calmly under pressure. 	E	I
	<ul style="list-style-type: none"> Respectful and friendly. 	E	I
Behaviours	<ul style="list-style-type: none"> Conscientious attitude and with a desire to provide a high quality service to all customers. 	E	A, I
	<ul style="list-style-type: none"> Willingness to be adaptable and flexible. 	E	A, I
	<ul style="list-style-type: none"> Initiative and self-discipline. 	E	I
	<ul style="list-style-type: none"> Able to work independently or as part of a team. 	E	A, I
	<ul style="list-style-type: none"> Demonstrate a high standard of personal appearance. 	E	I
	<ul style="list-style-type: none"> Ability to embrace change and learn new skills. 	E	I

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