



## **Emmanuel College, Cambridge**

### **Job Description for - Food Service Assistant**

This Job Description sets out current duties for the post of Food Service Assistant that may vary from time to time to meet the operational requirements of the College but without changing the general character of the post or the level of responsibility.

**Responsible to:** Senior Food Service Supervisor, Front of House Manager, or in their absence, the Food Service Supervisor

**Line manager:** The Front of House Manager

**JOB SUMMARY:** Demonstrate a high level of accuracy and a good understanding of food service skills whilst acting at all times in a courteous, professional manner and contributing to the overall effectiveness and efficiency of the front of house service.

All staff are expected to work collaboratively to support the overall work of the College.

1. To assist as directed with all aspects of preparation of menu items to the standard set by the Head of Department.
2. To assist at service times by servicing customers using either Cafeteria, Lower Hall, Upper Hall, High Table or the coffee shop.
3. A basic understanding of relevant standards relating to food hygiene and health & safety requirements, and a willingness to learn.
4. To undertake till duties as and when required to do so.
5. To undertake all aspect of cleaning – equipment, walls, fixtures / fittings, utensils, cutlery, crockery, and glassware to standard specified by Head of Department.
6. To ensure table and condiments are kept as clean as is reasonably practicable and adequately stocked.
7. To load service counters as and when directed to ensure there are sufficient quantity throughout the service period.
8. To maintain a high standard of personal presentation and hygiene following the guidelines given by the Front of House Manager.
9. To undertake any other reasonable request by Management consistent with the role of Food Service Assistant.
10. To assist with special functions.
11. To attend training courses as and when directed.

### **Health and Safety**

1. Ensure that reasonable care is taken for the health and safety of yourself, other staff, customers and any other persons on College premises.
2. Report to the Front of House Manager or Senior Food Service Supervisor any incidents of accidents, fire, loss, damage or unfit food.
3. Observe all recognised safety rules and procedures together with the College Health and Safety Policy.
4. Ensure that protective clothing is used where necessary.
5. Ensure that all equipment and materials are safely maintained to the standard specified by the Front of House Manager.

### **Additional Duties**

1. Maintain a high standard of personal hygiene and presentation (following the designated dress code), as specified by the Front of House Manager.
2. Attend training courses and departmental meetings as and when required.
3. Observe the College Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the Data Protection Act at all times.
4. Any other duties or responsibilities consistent with the role of Food Service Assistant as may be required from time to time in order to meet the operational demands of the College.

### **Person Profile**

- Enthusiastic work ethic and willingness to learn.
- Demonstrate excellent time management and organisational skills.
- The ability to maintain self-discipline, a smart dress code and work as part of a team.
- Calm personality especially under pressure.
- Committed to providing a high level of service.