



Emmanuel College
Cambridge

JOB DESCRIPTION: Casual Catering Assistant

Emmanuel College maintains a pool of casual workers to assist with a variety of tasks and support our Front of House Department in providing a high quality food service.

Responsible to: Senior Food Service Supervisor, Butler or in their absence the Food Service Supervisor

Line manager: Front of House Manager

MAIN DUTIES/RESPONSIBILITIES

1. To assist with food service to students, Fellows, staff and guests in the Cafeteria, Lower Hall, Upper Hall or High Table
3. To undertake till duties as and when required to do so
4. Clearing and cleaning of tables after meals and College functions
5. To load service counters as and when directed to ensure there are sufficient quantity throughout the service period, adhering to allergen information as directed
6. To undertake all aspect of cleaning – equipment, walls, fixtures / fittings, utensils, cutlery, crockery, and glassware to standard specified by Head of Department
7. To maintain a high standard of personal presentation and hygiene following the guidelines given by the Front of House Manager
8. To undertake any other reasonable request by Management consistent with the role of Casual Catering Assistant
9. 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. Attend training courses and departmental meetings as and when required.
2. 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.
3. 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
- 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.

This Job Description sets out current duties for the post of Casual Catering staff. Duties may vary from time to time to meet the operational requirements of the College.