



# Corpus Christi College Cambridge

## Job Description

**Job Title:** Butler's Assistant

**Department:** Catering

**Responsible to:** College Butler

**Purpose of Job:** To provide a first-class front of house service and strive to continually improve those service. To set up, service, and clear college function rooms for meetings, seminars, feasts and college events. To supervise and assist in the daily cafeteria service and create a welcoming environment for all college members.

### **Duties and responsibilities:**

- Set up function rooms for meetings, seminars, feasts and events to exacting standards.
- Provide and service refreshments to meeting rooms, liaising with conference organisers to ensure expectations are met.
- Ensure high levels of organisation, utilising key communication sources such as function sheets, to stay ahead of operational demands.
- Provide high standards of twice daily services within the college cafeteria, servicing students, fellows and staff.
- PCI DSS and recording of the cafeteria till.
- Maintain high levels of hygiene and cleanliness throughout Pantry service rooms and areas.
- Ensure allergen information is correct and appropriately communicated to the college community for the events you are working.
- Comply with, and gain certification for, all associated statutory health, safety and hygiene responsibilities.
- To provide information and support to casual team members as well as assist with their training.

### **Health and Safety**

- All staff must adopt a responsible and proactive attitude towards health and safety and to comply with any procedures as required by the College 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.

### **College Staff Values**

To uphold the College Staff Values: **Excellence, Collaboration, Respect and Creativity**

*The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the College Butler. The list of duties may be subject to revision at the end of the probationary period.*

**Person Specification**

Criteria	Essential	Desirable
<b>Education/Qualifications</b> <ul style="list-style-type: none"> <li>Basic food hygiene certificate.</li> </ul>		✓
<b>Knowledge/Experience</b> <ul style="list-style-type: none"> <li>Conference/ Banquet waiting experience.</li> <li>Current hospitality and food trends.</li> <li>WSET certification.</li> </ul>	✓	✓ ✓
<b>IT Skills</b> <ul style="list-style-type: none"> <li>Working knowledge of Microsoft Office including Outlook for emails.</li> </ul>		✓
<b>Skills</b> <ul style="list-style-type: none"> <li>Basic numeracy.</li> <li>Ability to work without supervision.</li> <li>Food and wine service skills.</li> </ul>	✓ ✓	✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Enthusiastic to work in a leading food service team.</li> <li>Clean and tidy appearance.</li> <li>Flexible attitude to work.</li> <li>Good timekeeping.</li> <li>Good understanding of written and verbal English.</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>Physical/Special Requirements</b> <ul style="list-style-type: none"> <li>Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access.</li> <li>Some heavy lifting of materials and equipment.</li> </ul>	✓ ✓	

Issued by Department Head .....Name

.....Signature

.....Date

Accepted and Understood by Postholder .....Name

.....Signature

.....Date

*This job description will be reviewed periodically when additions and amendments may be made.*