



VACANCY: Casual Food Service Assistant

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/jobs), with a covering letter setting out your suitability for this post, to:

Mrs Sally Cullen (ref. Food Service Assistant)
Personnel Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: personnel@wolfson.cam.ac.uk

TERMS & CONDITIONS

Salary: £ 11.44 per hour

Benefits: Free parking
Uniform
Use of the gym
Use of the Library

Hours: Casual hours, not minimum hours to work. The College will have no obligation to offer or provide the worker with a minimum amount of hours of work and the worker is allowed to decline hours.

JOB DESCRIPTION



WOLFSON COLLEGE CAMBRIDGE

Job title: Casual Food Service Assistant

Department: Food Services

Reporting to: Food Services Manager and Deputy Food Services Manager, in their absence Casual Food Service staff report to Full-time Food Service staff.

The Head of Department is Domestic Bursar, and the College Officer with overall responsibility for staff is the Bursar.

Main responsibilities:

- Preparation of cafeteria for College meals: breakfast, supper, lunch and brunch.
- Service of hot food items in cafeteria and formal dining events.
- Use of electronic till.
- Clearing the cafeteria after service and cleaning for subsequent use.
- Using plate-washing machine as required.
- Making and serving teas and coffees and refreshments for functions.
- Washing floors, all other areas and equipment used in the performance of the above duties.
- Keeping the coffee-making / water-cooler area of the Karen Spärck Jones Room clean and stocked.
- Maintaining good customer relations and dealing with customers' enquiries.
- Maintain high standards of personal hygiene and food safety.
- Assist the Butler in setting for, and serving, formal functions and meals.
- To act on any other reasonable request, which is in keeping with the type of work involved with your role, that is made by the management of the College.
- Covering breaks and sickness on the Coffee Bar.
- Setting out the rooms to the standard required by the Food Services Manager with the correct Wolfson College material.
- Help set up of all other college events and cafeteria, when needed.

Relationships and Customer Services:

- Establish and maintain excellent relationships with all customers including students, staff, visitors and commercial clients.
- Ensure all customers receive an efficient, effective and responsive service.
- Maintain a positive working environment and open channels of communication.

Areas of work include:

- Main Cafeteria, Dining Hall, Kitchen and downstairs Served, and all areas in the College where catering services are provided.
- Work in the Washing up area

Conditions of Service:

- Ensure compliance with, and implementation of, all College policies and procedures, in but not exclusively, to our Food Safety, Dignity at Work and Health and Safety policies.
- A uniform must be worn where this is provided.

Health & Safety

- All staff must adopt a responsible attitude towards health and safety and comply with any procedures 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.

Person Specification: Food Service Assistant

Essential	Desirable
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Skills and Abilities

<ul style="list-style-type: none"> • Ability to follow instructions and complete set tasks to a time scale • Ability to work as part of a team • Ability to be flexible with the scheduling of shift patterns which include evenings and weekends 	<ul style="list-style-type: none"> • experience in a College catering environment • Knowledge of working with electronic point of sale equipment
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Personal Attributes

<ul style="list-style-type: none"> • Good communication skills both orally and in writing • High level of spoken English (this is essential for Health & Safety training and to be able to carry out the duties of the position) • Polite, reliable and punctual • Presentable and smart in appearance • Self-motivated with a willingness to learn • Enthusiasm for good customer service 	<ul style="list-style-type: none"> • Flexible attitude to differing work patterns and a willingness to work with different colleagues • Ability to work extra hours to cover absenteeism
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Other

<ul style="list-style-type: none"> • Requirement to wear uniform which will be provided by the College • The post holder will be expected to undergo any other workplace training relevant to the role • Physically fit and able to undertake the requirements of the role 	
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