

Job Description

Job title	Food & Beverage Assistant
Job code	CC-FBA-20
Department	Catering

Organisation Chart



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 provide a high level of food and beverage service, predominantly in the Bar and Coffee shop, whilst playing an active role in conferencing within the College vacation periods.	
Background Information	
Based at	King's College, King's Parade, Cambridge CB2 1ST
Hours of work	Permanent, full-time, an average of 37.5 hours per week to be worked on a rota including evenings and weekends
Responsibility for cash, purchasing, budget, or physical assets	Responsible for safe key, cash taken at tills and float, cashing up of tills. Responsible for the stock within the coffee shop/ bar stock when on duty in the relevant area.
Contacts	<ul style="list-style-type: none"> • External conference clients • Fellows and their guests • College staff and students • External catering food and equipment suppliers

	Main duties and responsibilities	Frequency
1.	To follow high levels of food hygiene and safety in the Coffee Shop/Bar and ensure to follow all HACCP policies	Daily
2.	To be fully trained in all aspects of the coffee shop/bar service, including barista training, EPOS till training, bar service, licensing law	Daily
3.	To adhere to the College Equal Opportunities policy and to foster a good relationship with students and wider College community	Daily
4.	To be responsible, when on shift, for the security of all monies and safe banking procedures of coffee shop/bar	Daily
5.	To prepare the bar/coffee shop in readiness for opening and ensure all closing procedures are completed	Daily
6.	To have knowledge of the 14 allergens and adhere to the College allergen policy	Daily
7.	To be flexible in your approach to working with the Conference and Events team over the busy summer season and at other times when the bar is closed	Daily
8.	To have a working knowledge of weights and measures /challenge 21 initiatives and ensure all standards are adhered to regarding bar service	Daily
9.	Report to your line manager any discrepancies or issues that could affect the smooth running of the bar/coffee shop	Daily
10.	Reconciliation of the bar/coffee shop tills to ensure that all College revenue and floats are accurate and secure	Daily
11.	To undertake ad-hoc work reasonably requested by the Bar/Coffee Shop Manager or Food Services Manager/Deputy Manager	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements	Yes	No
DBS check		X
Lone working	X	
Manual handling	X	
Working at height	X	
Uniform required	X	
Training requirements		
Fire safety	X	
Health & Safety	X	
Fire Extinguisher training	X	
COSHH	X	
Asbestos awareness		X
Legionella awareness		X
Risk assessments		X
DSE		X
First Aid		X
Food Hygiene	X	
Data Protection		X
Equality & Diversity	X	
Safeguarding		X
The Prevent Duty		X
Understanding Unconscious Bias		X
Cyber security		X
Dignity at work	X	
Anti-bribery and corruption		X
Microsoft 365		X
Kinetics		X
Raisers Edge		X
Cascade	X	
Camsis		X
Mental Health Awareness	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 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 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.

Employees must familiarise themselves with the College's Health & Safety policy and their legal responsibilities under the Health and Safety at Work Act 1974 (section 7).

They must be prepared to undertake any training provided in relation to health & safety or which is identified as necessary in relation to their work.

Mental, visual, or physical strain/exposure to occupational hazards

Some manual work to include lifting will be part of the daily duties.

Normal hazards expected within the food service/delivery environment can be anticipated: to include sharp utensils, slippery and hot services, exposure to cleaning chemicals. Care should be taken in the handling of boiling liquids and pressured steam production, to prevent scolding. Thus, the importance of adhering to the COSHH system in place and Food Hygiene Policy.

Continuous Professional Development

King's is supportive of continuous professional development and opportunity for in-role mentoring, training and development will be provided.

This job description will be part of a legal binding contract in conjunction with the terms and conditions set out in the offer letter and the staff handbook.

Please sign below if you understand and agree to accept the job as described above.

Job holder's signature:

Name:

Date:

Person Specification

Job title	Food & Beverage Assistant
Job code	CC-FBA-20
Department	Catering
Responsible to (position title)	Food Services Manager
Responsible for (position title)	n/a

Method of Assessment	A – Application form	I – Interview	T – Test
-----------------------------	-----------------------------	----------------------	-----------------

	Criteria	Essential /Desirable	Assessment Method
Work experience	<ul style="list-style-type: none"> Previous experience in a busy food and beverage establishment or bar Previous experience of cash handling and till reconciliation/cashing up 	Essential Essential	A, I A, I, T
Qualifications & Training	<ul style="list-style-type: none"> NVQ Level 1 Catering & Hospitality Basic Food Hygiene qualification 	Desirable Essential	A A
Knowledge, Key Skills and Proven Abilities	<ul style="list-style-type: none"> Able to work under pressure Able to work as a team and to work between food and drink service areas Able to work with accuracy to maintain the highest standard in delivery of services Able to work with accuracy in the handling of monies and till receipts 	Essential Essential Essential Essential	I I I, T I, T
Personal Attributes and Behaviours	<ul style="list-style-type: none"> Honest, reliable, and hard working Friendly Flexible in attitude and approach to work and methods of work Clean, tidy, and presentable appearance. Effective interpersonal skills Able to work with discretion and a level of confidentiality when dealing with clients/guests 	Essential Essential Essential Essential Essential Essential	I I I I I I