



<b>Job title:</b>	<b>Catering Assistant</b>
<b>Responsible to:</b>	Hall Manager
<b>Place of work:</b>	All Sidney Sussex College owned properties/sites in and around Cambridge
<b>Salary:</b>	Fixed point in Band 1 on the Sidney Sussex College Pay Scheme.
<b>Hours:</b>	This is a full-time role, currently 40 hours per week. The ability and willingness to adopt a flexible approach to working hours, including evenings and weekends is expected, and you may be required to work additional hours from time to time to fulfil the requirements of the role and the needs of the College.
<b>Holidays:</b>	25 days annual leave plus 8 public holidays. Due to the nature of the College's activities, there may be the requirement to work on any public holidays which occur during term time. A day off in lieu will be given.
<b>Pension Scheme:</b>	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

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### Job Summary

The College's catering department is responsible for providing a comprehensive catering service to fellows, alumni, students and staff, along with conference and bed and breakfast guests. Service includes formal dining arrangements and cafeteria provision, as well as high end functions, feasts, weddings and occasional outside catering. The Catering Assistants support the Senior Catering Assistants and Assistant Hall Managers providing an efficient and professional catering service to the College. **No prior experience is necessary for this role as full training will be provided.**

### Key Responsibilities

- Ensure a polite, welcoming presence.
- Participate in the preparation of rooms for catering service.
- Participate in the running of the cafeteria and hall.
- Participate in providing refreshments for meetings.
- Participate in providing a bar service for events.
- Operate the tills and accurately record meals consumed.
- Operate to high levels of food safety, contributing to the College risk assessment procedures, allergen labelling and adhering to the COSHH guidelines.

- Assist with ensuring the cleanliness of all rooms used for catering service, reporting any maintenance issues.
- Complete a daily cleaning rota.
- Assist with receiving deliveries.
- Polishing cutlery, glassware and crockery.
- Ensure the cleanliness of all ancillary areas and offices of the department.
- Assist with stock takes and cellar maintenance.
- Assist with correct stock rotation and helping to reduce wastage.
- Be aware of Hall discipline and assist where necessary.
- Be aware of the security of the College silverware.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

### **General Responsibilities**

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

### **The College**

Sidney Sussex was founded in 1596 and is, therefore, one of the traditional Cambridge Colleges. While we may be old in terms of our foundation, we are a forward-looking College enjoying excellent facilities in a very attractive central Cambridge location and with a strong sense of community for all who work or study here.

We are one of the smaller Colleges, with some 350 undergraduate students and approximately 190 graduate students. This small size contributes towards the community spirit we enjoy. The College has about 50 active Fellows (i.e. academic staff), and about 100 staff.

## PERSON SPECIFICATION:

	<b><i>Likely to include</i></b>	<b><i>Desirable</i></b>
Qualifications	<ul style="list-style-type: none"> <li>• Excellent literacy and numeracy</li> <li>• Food 7 Beverage Service NVQ 2</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Food Hygiene Certificate</li> <li>• Professional Customer Service qualifications</li> </ul>
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> <li>• Excellent customer service skills</li> <li>• Ability to achieve and maintain high levels of service and hygiene</li> <li>• Ability to follow instructions and work effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the Food Service industry</li> <li>• Ability to work under pressure</li> <li>• Knowledge of food safety</li> <li>• Knowledge of wine</li> <li>• Knowledge of Food Allergen policies</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Quality focus               <ul style="list-style-type: none"> <li>○ Delivers work to a high standard of quality and professionalism</li> <li>○ Is open and responsive to constructive feedback</li> </ul> </li> <li>• People focus               <ul style="list-style-type: none"> <li>○ Is polite, reliable and responsive</li> <li>○ Builds effective working relationships with colleagues within the team</li> <li>○ Understands the importance of users and their needs</li> </ul> </li> <li>• Leadership/Team working               <ul style="list-style-type: none"> <li>○ Keeps supervisor aware of progress and any issues</li> <li>○ Able to work as part of a team or independently</li> </ul> </li> <li>• Collaboration               <ul style="list-style-type: none"> <li>○ Works effectively with colleagues within the team</li> <li>○ Positively responds to requests from others for assistance</li> </ul> </li> <li>• Resilience               <ul style="list-style-type: none"> <li>○ Admits mistakes</li> <li>○ Recovers from setbacks in a timely and constructive manner</li> </ul> </li> <li>• Adaptability               <ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude and a willingness to adapt to change</li> <li>○ Ability to learn new skills; participate in on-going personal development</li> </ul> </li> <li>• Problem solving and decision making               <ul style="list-style-type: none"> <li>○ Follows procedures as required</li> <li>○ Recognises when there is a problem</li> <li>○ Asks for help, when appropriate</li> <li>○ Ability to prioritise tasks and good time management</li> </ul> </li> </ul>	

*Sidney Sussex College is an equal opportunities employer.*

Updated December 2023