JOB AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

JOB DESCRIPTION

Job title: General Assistant
Department: Catering
Job purpose: To ensure highest levels of customer service and hygiene are maintained in all front of house areas.

Specific duties:
• Assist with the day-to-day running of a busy catering operation.
• Maintain customer areas to a high presentational standard.
• Assist in the serving of breakfast, lunch, dinner and feasts as required.
• Maintain high levels of customer service.
• Maintain agreed standards of personal presentation.
• Be familiar with current menus, ingredients and allergen information.
• Work well within a team, attend briefings and team meetings when required.
• Be responsible for food safety, health & hygiene and show a competent level of understanding.
• Attend training courses as required.
• Maintain cleaning schedules to our high standards.
• Comply with current legislation regarding food safety, health & safety and HACCP compliance.
• Report any accidents to your supervisor.

Works with: • Catering manager, Butler, front of house staff

Responsible for: • Customer standard levels

Responsible to: • Butler

PERSON DESCRIPTION

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
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<tbody>
<tr>
<td>Qualifications: • Key Skills English &amp; Maths</td>
<td>• NVQ 2 in Customer Service</td>
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<tr>
<td>Experience: • Experience in a catering environment</td>
<td>• Knowledge of College Catering</td>
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<td>Skills: • Organise and work to deadlines</td>
<td>• Food Hygiene certificate</td>
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<td>Special requirements: • Weekend and evening working</td>
<td>• Organise displays</td>
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</table>
These job and person descriptions are non-contractual

| Current incumbent: | New post |

Reviewed by Head of Department:

Signature:

Name: Ivan Higney

Date: 5/4/2017

Seen by Domestic Bursar:

Date: