

Clare College  
Cambridge  
**Job Description**

Job Title:	Front of House Assistant
Hours of work:	37.5 hours per week (two week shift pattern)
Department:	Hospitality
Responsible to:	Front of House Supervisor
Purpose of Job:	To deliver a highly efficient and excellent quality of service in respect of the service of food and beverages at all College internal and external functions together with ancillary services.
Salary:	up to £27,591.97 per annum, depending on experience
Annual Leave:	34 days per year (including bank holidays),
Other details:	Car parking (when available), College Pension, Meals on Duty, Healthcare Cash Plan, College Bonus Scheme. Breaks i

- Undertake other related duties that may be requested by management due to the nature and character of the post.

#### Health & Safety

- Responsible for ensuring you adhere to all Health & Safety legislation and policies that the College has in place

#### Health and Hygiene

- To maintain a high standard of hygiene within the Buttery area.
- To wear a clean laundered uniform at all times.
- Adhere to Risk Assessments

#### General

- Must be an excellent timekeeper
- To attend meetings when required
- Must be aware of and follow College policies

#### Person specification

Education/Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• The ability to speak English</li> <li>• Good communication and interpersonal skills</li> <li>• Customer service skills</li> </ul>	
IT skills	Ability to use an EPOS till Must be able to use Microsoft Excel and Word Must be able to send and receive emails	
Personal Qualities	Reliable and enthusiastic with prior experience in a customer facing role with a 'can do' attitude Ability to work well under pressure Able to work as part of a team but also work alone using your own initiative	
Physical/Special Requirements/weekend working	Must be able to work flexibly and at weekends.	

