**Job Title:** Front of House Assistant (Multiple Roles available. Fixed Term 6 weeks, start date: **as soon as possible**)

**Job Purpose:** Alongside the Catering Team, to assist with front of house duties at regular meal service and special events over the Summer period

**Location:** Ridley Hall, Cambridge, CB3 9HG

**Reporting to:** Executive Head Chef

**Working Relationships:** Catering Department, other Ridley Hall Staff and Students

**Working hours:** 25 hours per week
Normal hours shift either 0600-1400, or 1200-2000 over a Monday – Sunday Rota
Extra hours may be required during busy periods

**Remuneration:** £10.42 per hour

**Main duties include but are not limited to:**

- Responsible for maintaining a welcoming and professional front of house for all visitors dining at Ridley Hall.
- Ensuring the standards and procedures of the Catering Department are upheld at all times.
- To assist with dining hall preparations, serving food and drinks, and clearing tables.
- Assisting diners to their tables, ensuring guests have everything they need throughout service.
- Clearing and cleaning dining hall and associated catering areas following events.

**Experience and Training:**

- Experience of working in a front of house position, or customer facing role in a public setting.
- To have a good understanding of front of house hygiene and expectations

**Personal Qualities and Attributes:**

- Self-motivation and the ability to meet deadlines
- A team player: able to work effectively with all members of the college community
- Willingness to adopt a flexible approach to tasks where necessary
- Reliable and enthusiastic
Details of employment

- Front of House Assistant will be based at Ridley Hall, Cambridge CB3 9HG
- The role will be paid at £10.42 per hour
- Annual paid leave entitlement is 25 days (accrual will be calculated pro rata)

Application process

Please submit a CV and Cover Letter to Howard Milton (Executive Head Chef) by email: hgwm3@cam.ac.uk

If you have any questions about the role, please call: 01223 741 073

Deadline for applications: 3rd July 2023