Clare College

Job Description

Job Title: Casual Front of House Assistant

Reports to: Front of House Supervisor / Front Of House Manager

Hours of work: No fixed hours
Flexible hours available between the hours of 7.00 am and 10 pm.

Purpose of the Job: To deliver an excellent service to our students, fellows, internal and external guests.
To ensure that all catering areas are kept clean and tidy at all times.

Main Duties:

- Assisting with the service of food in the College Buttery, the service of Food and beverages during College Formal Halls and Fellows Dinners, Private Dinners. Assisting the service of Food and Beverage to the Conference delegates and private events.

- Assist in the service of VIP functions held in the Master’s Lodge.

  Maintain a high level of cleanliness in all catering areas. Assisting with the washing of glasses, small crockery equipment and polishing of cutlery as required.

- At the request of the Front of House Supervisor, you are, from time to time, to assist in the service of food and wine at other events in College.

- Ensuring that the Pantry and associated food service areas are cleaned to a high standard at all times.

- To be presentable at all times wearing the correct uniform and maintaining a good level of personal hygiene.

- To undertake any such other duties as shall be required in this position.