



JOB DESCRIPTION

Job Title:	Buttery and Bar Assistant
Responsible To:	Head Butler via Buttery and Bar Supervisor
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Spine Point 24 on the University's Single Salary Spine Point Chart
Hours:	Full-time, 36.5 hours per week
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

To assist the College's catering and specifically buttery team in providing a professional, efficient and friendly service to students, staff, Fellows and visitors.

Key Responsibilities

- Opening and locking up on time.
- Ensure all bar areas are kept clean and tidy and appropriate levels of service, equipment, beverages and glassware are always available.
- Ensure that the correct methods of storage, stock rotation, and stock holding are maintained.
- Serving drinks, including alcoholic beverages and coffees, and light snacks.
- Serving an extensive and popular cocktail menu (full training given).
- Operating the till and balancing cash and credit receipts at the end of the session.
- Maintain a good product knowledge of beverages available and provide advice to customers as appropriate to meet their requirements.

Cellar Work

- Preparation of wines and other drinks for meals and functions as required.
- Changing beer barrels and gas cylinders.
- Assisting in weekly beer line cleaning.
- Keeping accurate records in line with College processes.

- Ensuring compliance with health and safety practices and high standards of hygiene.
- Operating the bar within the licensing laws and instructions of the Licensee.

Conferences/Hall Dinners

- Serving conferences and guests with refreshments in other locations within the College.
- Assisting food service staff in Upper Hall, Hall or other dining rooms/locations and collection of glasses after Hall dinners and putting through the glass washer in the Buttery still room.
- Assisting the Front of House staff with preparation of drinks for garden parties and, if needed, help with serving to guests.
- Assisting the Butlers and Front of House Staff in Upper Hall, Hall and other dining rooms/locations.

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.
- Be flexible with working hours, especially during peak times to ensure that the Catering Department are able to deliver agreed levels of expectation.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	• GCSE Maths and English, or equivalent	• Food Hygiene Qualification
Experience	• Working in a customer facing role	• Experience of working in a bar or of cellar work
Skills/knowledge and training	• Good team worker • Organised, professional approach • Basic computer literacy • Customer service skills	• Knowledge of food hygiene and safety
Personal attributes	• Smart appearance • Honest and reliable • Polite and friendly • Flexible	

December 2024