JOB DESCRIPTION
CASUAL WORKER, CATERING DEPARTMENT

LOCATION: Girton College Catering Department

RESPONSIBLE TO: Catering Manager

MAIN WORK OBJECTIVE:
To assist the Catering department by undertaking work in the department. (Area pre agreed i.e. Kitchen, Front of House, Bar or Wash up.) There is no guarantee of work and no obligation to accept any work offered.

Responsibilities:

Kitchen
1. Work with Head Chef and other Chefs to ensure the provision of consistently high quality food and service for College Events & Conferences.
2. Arrive at work in good time for the start of shift and dressed according to College Policy, and report to Head of Department
3. Maintain the Kitchen standards and working practices.
4. Ensure work areas are clean before starting work and after each job
5. Sweep floors and mop up any spills immediately marking with wet floor signs
6. Store all prepared food correctly according to Kitchen Policy
7. Serve all prepared food correctly according to Kitchen Policy
8. Only operate machinery in according to Health & Safety guidelines and after training has been given.
9. Adhere to and record all cleaning duties in accordance with cleaning schedules.
10. If you require a meal on duty, 15 mins will be taken off your time worked
11. Check with Head of Department before leaving at end of shift.

Front of House
1. Work with Front of House Manager, Deputy Manager or designated Supervisor, to ensure the provision of consistently high quality food and service for the College Events & Conferences
2. Arrive at work in good time for the start of shift and dressed according to College Policy, and report to head of Department
3. You are expected to wear white shirt or blouse and black skirt or trousers (No jeans). Black ties for men. Also sensible black shoes and no trainers
4. Set up Function Rooms / Cafeteria in accordance with instruction from Duty Manager and ensuring that the Cafeteria / Function Room presentation is maintained during functions.
5. During function pay careful attention to instructions given out by the Duty Manager
6. At the finish of a function or service all areas are cleared down and thoroughly cleaned (Restocked where necessary)
7. Empty and dispose of food waste in the correct method, within catering department policy.
8. Sweep and mop floors and mop up any spills immediately marking with wet floor signs
9. Help in the wash-up by putting away clean crockery cutlery and glasses in their correct place
10. If you require a meal on duty, 15 mins will be taken off your time worked
11. At the end of the shift see the Duty Manager to confirm all jobs are completed and correct

**Bar**
1. Work with Bar Supervisors to ensure the provision of consistently high quality drink and service for the College Events & Conferences.
2. Arrive at work in good time for the start of shift and dressed according to College Policy, and report to Head of Department
3. Set – up the bar ready for opening i.e. everywhere is clean and tidy, check stock levels, gas turned on, and till float out and correct.
4. Serving drinks and snacks in a professional manner according to all legal requirement
5. Throughout service keep the bar clean and tidy, collecting and washing glasses and restocking as you go along
6. Assist the Bar Manager with stock control systems
7. At the end of the shift check everything is switched off and locked up.

**Wash Up**
1. Work with Head Chef and other Chefs to ensure the provision of consistently high standard of hygiene and service for the College Events & Conferences.
2. Arrive at work in good time for the start of shift and dressed according to College Policy, and report to Head of Department
3. Work mainly in the wash up area cleaning pots, pans, cutlery, crockery, and glasses using the equipment provided.
4. Help other catering staff to keep the department clean and tidy according to Heath and Safety guideline and College Policy.
5. Empty and dispose of food waste in the correct method, within catering department policy.
6. Sweep floors and mop up any spills immediately marking with wet floor signs
7. Only operate machinery in according to Health & Safety guidelines and after training has been given.
8. Adhere to and record all cleaning duties in accordance with cleaning schedules.
9. At the end of the shift checking everything is clean, tidy and all rubbish is disposed. The machines are cleaned and switched off. Check with Head of Department before leaving.
10. If you require a meal on duty, 15 mins will be taken off your time worked

**General**
1. Health, Safety and Food Handling hygiene guidelines are to be followed at all times.
2. To be familiar with, and work in accordance with, all College policies and procedures as they apply to casual workers.
3. The casual worker will be expected to participate in training designed to minimize occupational risks.
4. Any other duties as requested by the immediate Supervisor or the Manager and as appropriate to casual work.
5. Personal belongings need to be stored away in lockers that are provided. Casual workers will need to bring a £1 coin that is returnable.

6. Smoking is prohibited in the College Buildings and only allowed in the one designated area.

NB A casual worker may wish to register for either Kitchen or Front of House or both areas.

April 2018
PERSONAL SPECIFICATION
CASUAL WORKERS – CATERING DEPARTMENT

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<tr>
<th>Knowledge and Experience</th>
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<tr>
<td>Previous knowledge of a catering or conference function</td>
<td>Desirable</td>
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<tr>
<th>Qualifications</th>
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<td>No specific qualifications are required.</td>
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<tr>
<th>Skills and Abilities</th>
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<td>Ability to work with minimal supervision once trained.</td>
<td>Essential</td>
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<th>Other aptitudes</th>
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<td>Reliable and trustworthy.</td>
<td>Essential</td>
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<tr>
<td>Customer/standards focused.</td>
<td>Essential</td>
</tr>
<tr>
<td>Smart appearance.</td>
<td>Essential for Front of House and Bar</td>
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Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

April 2018