

**Job title****Food Service Team Member****Main purpose of job**

The team works to ensure that the Hall and other food service areas within College are appropriately, and professionally, set up on a daily basis and are cleared away and cleaned following service.

Relationships

Responsible to
Liaison with

Head of Food and Beverages Services
Food Services Team and Kitchen staff

Main Duties**Operation of College Meals & Refreshments**

- Assist with set up and service of meals to students, staff and guests from the Servery
- Prepare the tables for the appropriate College meal, ensuring that the high College expectations are maintained
- Provide high standard table service for meals at second Hall, guest nights and formal events
- Clear the tables, to a good standard of cleanliness from all meals in Hall
- Set up the Hall, or other dining locations within College to the appropriate standard
- Assist with the set up and service of refreshments as and when required

Customer Service

- Serve College Members, staff and guests at Formal Dinners, Functions and Feasts
- Maintain a professional relationship with all College Members, staff and guests
- Serve students and maintain the cleanliness in the Junior Common Room (hatch), as and when requested
- Ensure that the JCR vending machine is fully stocked
- Update as necessary, and use the computerised till system to accurately record all purchases and transactions.

Additional Responsibilities

- Keep all areas within responsibility clean and tidy and report any faults or problems
- Maintain high standards of personal hygiene and appearance, wearing the appropriate uniform at all times
- Maintain Health and Safety standards, undertaking Basic Food Hygiene Training and maintaining high standards of food hygiene
- Any other tasks as requested by the Hall Manager, Assistant Hall Manager or senior member of staff