



Job Description

Job title: General Assistant (Stewarding)

Reporting to: The Steward

Hours: Full-time, 35 hours per week, any five days out of seven to include evening and weekend work. Occasionally, you will be required to work over any six days out of seven.

Overview of the Role

The General Assistant (Stewarding) works as part of the busy front-of house team in the dining Hall. The Stewarding team set up meeting rooms and dining rooms as required, and serve food and drinks in the dining hall to students, Fellows, staff and guests. The post-holder will work under the guidance of the Stewarding Assistants and will assist in all aspects of the department. The day-to-day job duties will change depending on operational needs.

Main Duties

- Cleaning areas of food and beverage services as directed;
- Serving meals and drinks at lunches and dinners;
- Assisting with clearing tables and tidying up during busy periods in Hall;
- Serving on the tills in Hall when required;
- Serving food to formal and private dinners in Hall;
- Serving drinks receptions and coffee breaks for meetings on a daily basis;
- Preparing glass, silver and china for use in food and beverage service;
- Laying-up and clearing down of meeting rooms and dining rooms as directed;
- Helping with stock deliveries and equipment storage;
- Checking all areas for any maintenance required and reporting these to the Steward;
- Being on duty at varying times of the day, depending on the service requirements;
- Covering the duties of colleagues within the department in the event of absences;
- Carrying out duties as specified by the Steward, Deputy Steward or Stewarding Assistants within the general scope of this post.

Person Specification

We are looking for a reliable person with a passion for delivering excellent customer service in a front of house food and beverage position. An enthusiastic approach to work is essential, as well as strong team-working skills, and excellent communication and interpersonal skills. You will need to be able to interact well with a wide variety of people. Previous relevant experience will be an advantage.