
Job Title:

Catering Assistant (SCR)

Full-time, permanent

Reports To:

Head of Hospitality Services / SCR & Hall Steward, (or Deputy SCR/Hall Steward in their absence).

Qualifications:

- Basic Food Hygiene Certificate
- Food Allergen Awareness Certificate

Working Hours:

30 hours per week. Plus, a 30-minute unpaid daily break. (5 days out of 7, including weekends and evenings, as per rota).

Role Overview:

Responsible for assisting the SCR Butler in ensuring efficient delivery of SCR Lunches, Dinners and events as well as assisting with some College events when required. Maintain high standards of service and presentation.

Key Responsibilities:

- Assist the SCR Butler with event preparation and setup with attention to detail.
- Ensure compliance with hygiene, cleaning schedules, and Health & Safety policies.
- Help maintain discipline and smooth operation of the SCR during term time.
- Help with computerised meal sign-up system and monitor dietary requirements.
- Organise setup for SCR functions, and Dinners as well as other events across College venues, when required.
- Secure catering areas after late events.
- Perform additional tasks as directed by the Head of Hospitality Services.

Training:

Further training will be provided by Trinity College.
