



QUEEN'S

JOB DESCRIPTION

Job Title:	Front of House Catering Assistant
Hours:	Full-time and part-time, term time only positions are available
Responsible to:	

Job Purpose:

To assist the service of food and beverages to a high standard. This includes breakfast, lunch and supper service for students and the wider Queen's team and at hospitality events, coffee shop and bars

Main Duties:

- To assist in the preparation of food and snacks.
- To keep all food service areas in a clean and tidy state at all times.
- To provide a friendly, efficient and hygienic service to all customers.
- To ensure that customers are given excellent service
- To be customer focused at all times.
- To project a willing and helpful attitude to customers.
- To cooperate with all colleagues and undertake duties in the kitchen / service areas as requested to ensure an efficient and effective service is delivered at all times.
- To ensure you are carrying out your role whilst following the Queen's College policies and procedures.
- To attend food safety, health and safety and environmental training courses as required.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2025).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

March 2026

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Skills and Experience

- Experience of excellent customer service
- Knowledge of food hygiene practices/certificate
- Passion for food and service
- Good organisational skills
- Ability to work on own initiative
- Teamplayer
- Ability to plan ahead
- Manual dexterity for quick, skilful handwork
- Strong work ethic and keen to join the Queen's community
- Well presented.

- Bar and Barista experience is preferred but not essential.