**Dining Room Assistant**

**(starting 1st September 2025)**

Cumberland Lodge, the educational charity and residential conference centre in Windsor Great Park, seeks to appoint a permanent Dining Room Assistant to join our friendly team of about 50 employees, who are available to work on a part-time basis.

At Cumberland Lodge we hold a variety of events and conferences, and the hospitality staff are integral to creating an excellent customer experience.

The Dining Room Assistant will also eventually act as a shift lead and therefore applicants must be confident to interact and delegate a small team of casual staff.

**Job description**

**Reporting to:** Dining Room Supervisor and Hospitality Director

**Functional Relationship with:** All kitchen and dining room staff, Front of House team

* To report on duty in good time, clean and tidy and wearing the correct uniform.
* To help wait on tables and to pour wine when required.
* To help lay up for the following meal when required
* To prepare the dining room for the following meal, vacuum carpets, polish furniture, wash the wooden flooring, and clean paintwork and pictures.
* To help wash up the crockery and glasses, making sure that everything is polished.
* To help prepare trolleys for following meals, e.g. breakfast.
* To make sure that the Pantry is clean and tidy and floor is washed after each service.
* To be polite and helpful to guests and fellow work colleagues.
* To report any problems to Dining Room Supervisor or to Hospitality Director.
* Ensuring H&S training is compliant at all times.
* To portray a professional image at all times, dealing with visitors requirements in a warm and welcoming and efficient manner.

**Person specification**

* Previous experience is advantageous, however, full training will be provided
* Excellent verbal communication skills
* Enthusiastic, proactive, and hardworking individual with a can- do attitude
* Available to work flexibly as we operate 5 days in 7 contract
* Applicants must be at least 18 years old to meet a minimum age requirement to serve alcohol in an eating establishment
* Able to perform the demanding physical tasks of a dining room assistant for example, carrying plates, able to work outside via steps during summer months.
* Applicants will be expected to lead a shift so must be competent and communicate well.

**Further information**

**Salary:** £23,532.60 (£25,210.08 FTE)

**Hours:** 35 hours per week (5 days x 7 hours)

**Rota:**Flexibility is important to work around business requirements and the weekly rota confirmed in advance – this will include one weekend shift (Friday and Saturday and occasional Sunday evenings) on a four weekly basis.

**Location:** Based at Cumberland Lodge in Windsor Great Park, applicants should be aware that Cumberland Lodge is not easily accessible by public transport, therefore access to a car would be beneficial.

**Annual leave**: 33 days including Bank Holidays which will be pro-rata. The charity is closed for one week during August and over the Christmas period which will be deducted from the leave allocation.

**Pension:** Standard Life contributory pension (up to 10% contributions to support 5% personal contributions, with the option to increase personal contributions over and above 5%).

**Additional benefits:** Meal provided on-site. Death in service benefit 4 x salary after a probation period. Employee support benefits, including access to a virtual GP service and mental health support.

**How to apply**

We seek to embody our vision of more just and inclusive societies as an employer, and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**To apply for the role of Dining Room Assistant, please send a CV to: Melissa Galvan, HR & Operations Support Manager, at:** [**mgalvan@cumberlandlodge.ac.uk**](mailto:mgalvan@cumberlandlodge.ac.uk)

**Closing date:**     Friday 18 July 2025