



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Functions Supervisor**

Requirement

St John's College wishes to appoint a Functions Supervisor.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: to provide effective, efficient and timely support services in order to enable the College to fulfil its statutory aims.

Principal Responsibilities and Duties

Job title: Functions Supervisor

Department: Catering and Conference Department

Responsible to: Functions Manager

Job Purpose: to ensure the smooth operation of all public and private dining rooms and associated areas in terms of food service, staff supervision and cleaning.

Principal Responsibilities

Food service

To ensure that food service standards within the Department are fully implemented the postholder will:

- Deputise in the absence of the Functions Manager and to ensure the continual running of the department
- Prepare and plan daily task sheets for staff members to ensure all functions are fully prepared for
- To monitor all cutlery, crockery and glassware and to conduct regular checks to ensure that there is sufficient equipment to carry out the required tasks according to business requirements
- To supervise lunches, dinners and any other required service in all areas covered by the department to enable the service and food service is maintained

Training

In order to develop staff within the Department the postholder will:

- Train staff members to maintain and improve service levels within the department

Health & Safety

In Order to maintain a safe environment for staff and a safe product for customers the postholder will:

- Operate a range of specialised equipment which is necessary to carry out job
- Inform staff members of the correct usage of all chemicals adhering to the relevant COSHH Regulations
- To attend regular HACCP meetings and to communicate the relevant information obtained back to the staff members to promote a food safe working environment

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Catering and Conference Manager from time to time.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- A general level of education
- Basic Food Hygiene Certificate, preferred Intermediate Food Hygiene Certificate
- Full knowledge of Silver service and other styles of food service
- Basic knowledge of HACCP principles
- COSHH regulations

Skills, Abilities and Competencies:

- a high standard of personal hygiene
- an attention to detail,
- a high level of discretion
- a positive attitude towards work, colleagues and customers

Terms and Conditions

Length of post:	Fixed term (12 months)
Salary:	The salary for the post will be between £25,715-£28,662 p.a. (depending on experience)
Hours of work:	39.25 per week
Location:	The role is based in Cambridge

Contractual benefits include:

- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)

- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on Thursday 6 December**. Interviews are expected to take place during the following week.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.