



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the position of
Bar Assistant (part-time)**

Requirement

St John's College is looking to appoint a part-time Bar Assistant to assist in the smooth operation of the College Bar in terms of service of food and beverages in the College Bar and associated areas to students, staff and Fellows and to external customers.

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 oldest of the University Colleges and is the largest College in terms of grounds and third in size, having some 530 undergraduate and 300 post-graduate students and around 135 Fellows covering the complete 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 30 are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with 16% of its undergraduates and 54% of its graduates coming from overseas.

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

Department Aims: The Domestic Bursar's aim, to which your post is aligned through your sub-department is to provide effective, efficient and timely support services in order to fulfil its statutory aims

Sub-Department Aims: The primary aim is to provide a high standard of food for all our customers and customer service that exceeds their expectations.

A highly trained and well motivated professional team of dedicated staff who will attend to our customer's needs.

To promote the College and department at all times and to promote our brand for St. John's College.

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

Principal Responsibilities and Duties

Job title: Bar Assistant (part-time)

Department: Catering and Conference Department

Responsible to: Bars Manager/Catering and Conferencing Manager

Job Purpose: The post holder will be responsible, through the Catering and Conference Manager, to assist the Bar Manager in ensuring the smooth operation of the College Bar in terms of service of food and beverages in the College Bar and associated areas to students, staff and Fellows and to external customers.

The key responsibilities are set out below:

Principal Accountabilities (Responsibilities):	% Time
a) Customer service: to ensure that the College bar meets its service requirements within the College the post holder must:	85%
i prepare the bar in readiness for opening on time including getting appropriate change from the bank, accepting deliveries from Kitchen Lane and stocking up the bar to the expected quantities.	5%

<p>ii serve food and beverages to student, staff and Fellows as well as outside customers. This also applies to any other requirement for Bar services anywhere in the College grounds.</p>	5%
<p>b) Cash and Credit Sales: to ensure the correct monies are taken for goods purchased the post holder will:</p>	
<p>i set up the tills having checked that the float amount is correct</p>	
<p>ii use the EPOS tills efficiently, as instructed, for either cash or credit sales</p>	5%
<p>iii bank the monies at the end of the shift following departmental procedures.</p>	
<p>c) Food Safety, Health and Safety, Fire Regulations: In order to meet the necessary requirements of the respective regulations the post holder will:</p>	
<p>i follow strict procedures for line cleaning and complete appropriate documentation</p>	
<p>ii comply with the Licensing laws</p>	
<p>iii adhere to food hygiene regulations for the service of food and beverages including personal hygiene and temperature monitoring and follow and complete a regular cleaning schedule</p>	
<p>d) Stock control: to ensure stock is kept to a minimum and effectively controlled the post holder will:</p>	
<p>i rotate stock</p>	
<p>ii be aware of any products which are near to their use by dates</p>	
<p>iii assist with stock takes</p>	
<p>iv check in deliveries and report discrepancies in the absence of Bars Manager</p>	

Resources Managed / Facts and Figures:

The bar has an annual turnover of £165,000 per year.

It provides a service for 850 students, 130 Fellows as well as outside customers from private lunches and dinners, weddings, and conferences for bars in other areas of College and has a capacity of 100.

The Bar employs casual staff on a regular basis for whom the Bar Assistant is responsible in the absence of the Bar Manager.

Decision-making

Any decisions required in the absence of the Bar Manager including attending the heads of department meeting, stock ordering, handling difficult or drunk customers.

Person specification

Qualifications, Knowledge and Experience:

- A good general level of education
- An understanding of beverage and cellar service
- Cash handling experience
- Intermediate food hygiene certificate (full training will be given where required)

Skills, Abilities and Competencies:

- A high standard of personal hygiene, appearance and presentation
- Good communication skills
- Attention to detail
- A positive attitude towards work, colleagues, and customers.

Terms and Conditions

Length of post: Permanent

Salary: The starting salary for the post will be £7.97 per hour

Hours of work: The hours for the post will be 20 hours per week worked over a 7-day rota to include shifts that cover lunchtimes, evenings and weekends.

Location: The role is based in Cambridge.

Probationary period: The appointment will be subject to an initial probationary period of six 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 would be one month on either side.

Other benefits (not all contractual) include:

- Free lunch or dinner in the College's Buttery Dining Room while on duty (subject to a monetary limit)
- Free car parking close to the College (subject to availability)
- Annual leave of 33 working days (including Bank Holidays) pro rata for those not working a 5-day week
- Membership of a contributory pension scheme after a qualifying period
- Christmas bonus

Full training and uniform also provided.

Recruitment Process

Applications should be sent:

by email to:

recruitment@joh.cam.ac.uk

or by post to:

Jane Jones, HR Officer, St John's College, Cambridge, CB2 1TP

to arrive not later than 12 noon on Friday 10 February 2012

Interviews are expected to be held during the week commencing 20 February 2012.

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 brief CV;
- Names and contact details of two referees who know you in a professional capacity.

We will contact you if you are selected to attend an interview. For those not selected may we take this opportunity to thank you for your interest in this post.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Domestic Bursar's Office, St John's College, Cambridge, CB2 1TP.