



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
General Kitchen Assistant**

Requirement

St John's College is seeking to appoint General Kitchen Assistant to work in the Potwash and associated areas of the kitchen.

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 145 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 Department is a very busy environment, dealing with the general day-to-day administration of the College and provision of support services covering a wide spectrum of issues including overseeing catering and conference aspects.

Sub-Department Aims: The primary aim of the Catering and Conference department is to provide for all customers, a high standard of food and customer service that in turn exceeds their expectations through a highly-trained, well-motivated professional team of dedicated staff.

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

Department: Catering Department

Responsible to: The Head Chef

Job Purpose: The postholders will be responsible for carrying out cleaning duties within the Potwash, kitchen and other associated areas.

Principal Responsibilities and Duties

The kitchen prepares 1,200 meals per day. In order to maintain an hygienically clean and safe environment for staff to prepare food for consumption ensuring the safety of our customers in terms of food hygiene the key responsibilities of the role will include:

- a) Washing up of cooking utensils and equipment
- b) Cleaning of the kitchen and associated areas to pre-set schedules
- c) Cleaning of equipment
- d) Clearance of rubbish
- e) General kitchen portering duties
- f) Following food safety, health and safety and fire regulations

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Head Chef, his deputies or senior management from time to time.

Person specification

Qualifications, Knowledge and Experience:

- Basic Food Hygiene Certificate (training will be provided)
- Knowledge of COSHH regulations (training will be provided)
- Awareness of allergy regulations (training will be provided)

Skills, Abilities and Competencies:

- Good standard of personal hygiene
- An attention to detail
- A positive attitude towards work, colleagues, and customers.

Terms and Conditions

Length of post: permanent

Starting salary: £17,243.73 per annum for 39.25 hours per week plus benefits

Hours of work: Full-time– an average of 39.25 hours per week worked 5 days per week to cover a 7-day rota.

Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- 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)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym

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 is one month on either side

Recruitment Process

Please include in your application:

- A **covering letter**, which the selection panel will use to assist them in shortlisting for interview. This letter should summarise why you believe yourself to be suitable for the role and why it appeals to you;
- A completed **application form**

Applications should be sent:

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

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

to arrive no later than **9.00 am** on **Monday 29 January 2018**.