Further particulars for the post of
Bar Assistant
Requirement

St John’s College wishes to appoint a Bar Assistant on a permanent basis.

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 postgraduate 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: 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 enable the College to fulfil its statutory aims.

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

A highly trained, 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 Johns College.

Principal Responsibilities and Duties

Job title: Bar Assistant

Department: Catering

Responsible to: Bar Manager

Job Purpose: To assist the Bar Manager with the smooth operation of food and drinks preparation service and cleaning within the Bar and to assist all areas of the catering department where required.

Principal Responsibilities

Food & Drinks Service
In order that food and drinks service standards within the Department are fully implemented the post holder will:

i) Assist customers and colleagues during the working shift, primarily in the bar but in the other outlets as well if required
ii) Ensure the assigned work area is ready for service to provide a clean and safe environment for the customers

iii) Serve food and drinks to customers, and welcome them in a polite and friendly manner.

iv) Where relevant, portion control to ensure the correct portion is served to maintain and control food costs

v) Stock up of food counters and drinks fridges to ensure that the full range is available at all times for the customers

vi) Ensure cleanliness and tidiness of all front and back of house areas during shift in the Bar (or other areas of the catering department)

Cashier
In order that all cash procedures within the department are fully implemented the post holder will:

i) Use the EPOS tills effectively, as instructed, for all sales

ii) Correctly charge all items purchased to ensure stock is correct when stock takes are carried out

Health and Safety
In order to maintain a safe environment for staff and a safe product for customers the post holder will:

i) Comply with College security, fire regulations and all health and safety legislation

ii) Comply with Food Safety regulations and best practices for the service of food and beverages including personal hygiene and temperature monitoring and following and ensuring all equipment is well-upkept by ensuring completion of cleaning schedules

iii) Report any illness to the manager or supervisor on duty

iv) Comply with COSHH regulations to ensure that all chemicals are being used in a safe and correct manner

Licensing
In order to comply with the licensing law’s objectives the post holder will:

i) Attend any relevant training, as requested by their line manager

ii) Ensure they are familiar and comfortable with the current licensing law

iii) Ensure they apply a duty of care when serving alcohol (including but not limited to checking customer’s ID in case of doubt on their age, refusing service to intoxicated customers, reporting any inappropriate behaviour to the relevant people, ensuring alcohol is serve in the correct measures)

Stock Control
In order to ensure stock is kept to a minimum and effectively controlled the post holder will:

i) Rotate stock

ii) Be aware of any products which are near to their use by dates

iii) Assist with stock takes

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Catering and Hospitality 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 good general level of education
- An understanding of food service and allergens
- Food Hygiene Certificate (if this is not held, full training will be given)
- Basic understanding of COSHH Regulations

Skills, Abilities and Competencies:

- High standard of personal appearance and presentation
- Attention to detail
- Positive attitude towards work, colleagues, and customers
- Good communication skills
- Flexibility to work across outlets

Terms and Conditions

Length of post: Permanent
Salary: £22,457.24 - £23,074.43 per annum, depending on experience
Hours of work: 39.25 hours per week
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution 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 after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover
- An Agile Working policy whereby eligible staff may be able to work remotely for up to 40% of their working hours.

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 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 9.00 am on Monday 12 December 2022.

We will be interviewing candidates as applications come through and we therefore reserve the right to close this vacancy early if we find a suitable candidate. Early applications are encouraged.

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.