

ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Bar Assistant

Candidate information pack
February 2024

An overview of St John's College, Cambridge

An inspiring place in which to work

St. John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has about 900 students, 160 Fellows (that is, resident academics who teach and research), and over 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: www.joh.cam.ac.uk.



Background

The refurbishment of the Buttery and Bar and the opening of the new Café is part of a masterplan developed between 2015 and 2016 by St John's College.

The new spaces provide a central, comfortable, social space where members can meet, eat, drink, chat and work.

We are looking for an enthusiastic Bar Assistant to join the Bar team within this community-based initiative.

This is a fabulous opportunity to join an enthusiastic team and be a full part of the recently refurbished bar team.

The ideal candidate will be passionate about hospitality, beverage and food service and focused on enhancing customer experience.



The Catering Department

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

The Catering department is comprised of the following:

The **Fellows Team** delivers all the events organised for or by the Fellows and/or the Master of the College.

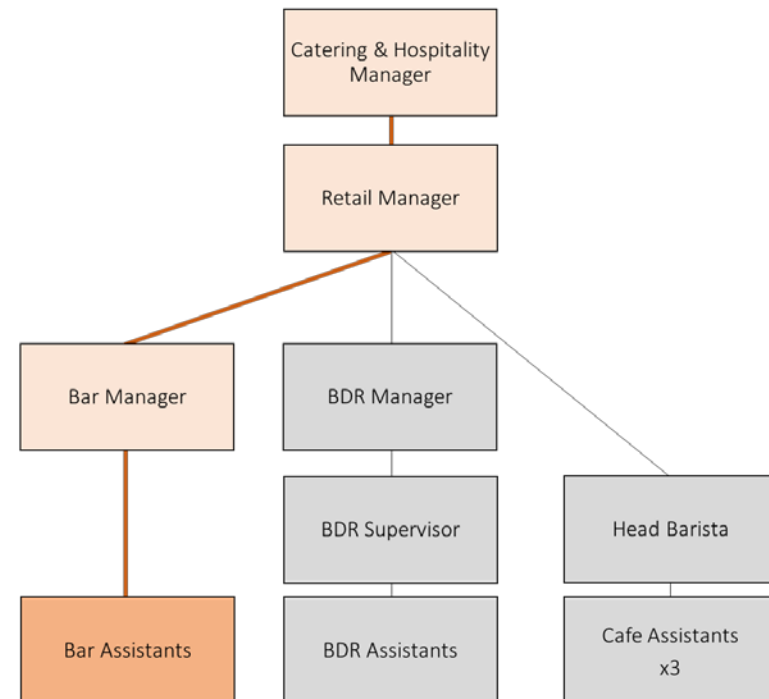
The **Functions Team** delivers events such as formal hall, conferences and private dining held within College.

The **Buttery Dining Room Team** is responsible for feeding students, staff members, Fellows and members of the public that visit the buttery at lunch or dinner time.

The **Bar Team** serves excellent drinks and snacks in the bar, while ensuring full licensing law compliance and duty of care.

The **Café Team will be a new team**. They will be responsible for the café during its opening hours, preparing and serving delicious barista coffees, and amazing food and other drinks.

The **Kitchen Brigade** is at the centre of all the departments, preparing the delicious food served in all areas of the College.



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 where required.

Principal responsibilities

1) Be a key player in the successful operations of the Bar

Work alongside the Bar manager, other leaders and colleagues to successfully operate the new Bar facilities. Display enthusiasm and passion for food & beverages and hospitality.

2) Be a key actor of the Bar team to provide the highest levels of standards

Assist customers and colleagues during the working shift, primarily in the bar in the evening, but in the other outlets as well if required. Prepare food and drinks according to standards. Serve food and drinks to customers, and welcome them in a polite and friendly manner.

Ensure the assigned work area is ready for service to provide a clean and safe environment for the customers.

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

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

Ensure cleanliness and tidiness of all front and back of house areas during shift in the bar (or other areas).

Use the EPOS tills effectively, as instructed, for all sales and correctly charge all items purchased to ensure stock is correct when stock takes are carried out.

3) Ensure Food Safety and Health & Safety compliance

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

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.

Report any illness to the manager or supervisor on duty.

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

Assist proactively with cleanliness, including beer line cleaning. Full training will be provided.

4) Comply with licensing law's objectives and requirements

Attend any relevant training, as requested by the line manager.

Ensure they are familiar with and understanding of the current licensing law.

Ensure a duty of care is applied if and 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 served in the correct measures).

5) Control and manage stocks

Perform stock rotation, be aware of any products which are near to their use by dates.

Assist with stock takes.

Person specification

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Health & Safety Level 2 • Food Safety Level 2 • Previous bar experience
Skills, Abilities and Competencies:	<ul style="list-style-type: none"> • High standard of personal appearance and presentation • Attention to detail • Positive attitude towards work, colleagues and customers • Good communication skills <p>Flexibility to work across outlets (Bar, Café, BDR)</p>	

Terms and conditions

Length of post: Permanent

Hours of work: 30 hours per week

Salary: The salary for the post will be £11.67 – £11.99 per hour (depending on experience)

Location: The role is based St John's College 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

Read more about the benefits of working at St John's at <https://www.joh.cam.ac.uk/vacancies>. 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

For an informal discussion about the post please contact Camille Paris (Project Launch Manager) by email camille.paris@joh.cam.ac.uk

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

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.