



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of General Kitchen Assistant x 2

April 2024



Letter from the Hiring Manager

Thank you for your interest in the role of General Kitchen Assistant at St John's College.

In this candidate pack we outline the purpose of the role and what we're looking for in a candidate. If you're new to the world of higher education or the University of Cambridge and its colleges, I hope this document will give you a sense of what it's like to work here.

The college is very well respected within the hospitality industry and has a high reputation for its food and service, which we are always looking to improve upon.

The purpose of this role is to play an integral part in maintaining a hygienically clean and safe environment for staff to work in including washing up all catering related equipment. Experience of working in a busy commercial kitchen environment is welcome; however full training in allergy awareness, COSHH and basic food hygiene will be provided if required.

If appointed, you will join a busy and dynamic Catering and Hospitality department. The General Kitchen Assistant role is a great opportunity for someone who wishes to develop and grow their career in the Catering and Hospitality sector.

Best Wishes

Tom Stewart

Executive Chef

About the College

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 about 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.

The Catering Department

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

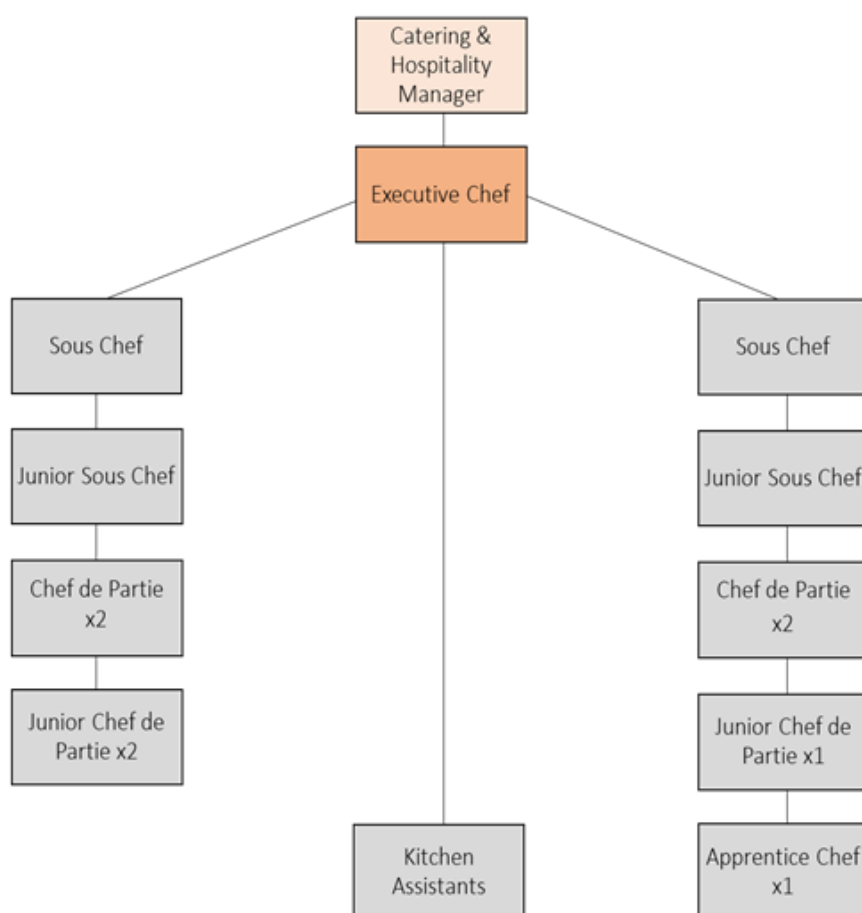
The Catering department is comprised of the following:

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.

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

The **Café Team** are responsible for the café during its opening hours, preparing and serving delicious barista coffees, and amazing food and other drinks.

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



Principal Responsibilities

To maintain a hygienically clean and safe environment for staff, the post holder will be responsible for:

- Washing up of all cutlery, crockery and glassware and any other related equipment
- Cleaning of the plate wash and associated areas to pre-set schedules
- Cleaning of equipment
- Clearance of rubbish
- General kitchen portering duties
- Following Food Safety, Health and Safety and Fire Regulations
- Other duties specified from time to time by the Buttery Manager, his Deputies and Senior Management

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.

	Essential	Desirable
Qualifications, Knowledge and Experience		(Full training will be provided, if required) <ul style="list-style-type: none">• Basic Food Hygiene Certificate• COSHH training• Allergy awareness• Ideally, experience of working in a busy commercial kitchen
Skills, Abilities and Competencies	<ul style="list-style-type: none">• Prioritise cleaning tasks• Decide which cleaning chemicals to use• Good personal hygiene• Good attention to detail• Positive attitude to staff and colleagues.	

Terms & Conditions

Post:	General Kitchen Assistants x 2
Length of post:	Permanent
Hours of work:	39.25 hours per week
Salary:	The salary for the posts will be £23,984.32 plus benefits
Location:	The roles are based at 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](#).

The appointment will be subject to an initial probationary period of six months during which the position 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

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

Please include in your application:

- A fully completed application form
- A full and up to date c.v.

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.

Catering & Hospitality Department
St John's College
Cambridge CB2 1TP
United Kingdom

Registered charity number 1137428



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