



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

## Further Particulars for the post of Café Assistant (part-time)

April 2024



## 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](http://www.joh.cam.ac.uk).

Fundamental to the College ethos is the sense of community. The food and beverage offer plays an essential part in bringing College members and their guests together whether that is in the daily fare of the College buttery dining room, the experience of fine dining in Formal Halls or at College celebrations e.g. College Graduation and May Ball or the conviviality of the College bar and the new College café which opened on January 2023. In addition, events are regularly run for prospective applicants and for alumni and many involve both formal and informal dining.

Eating in the historic surrounds of the College is a special experience and St John's is proud of its reputation as a quality dining destination. When College events permit, the fine dining facilities and events spaces are available to external customers and the College runs a significant number of dinners, receptions and conferences for other University academics and Departments and for other commercial customers.

## Background

The College's Buttery, Bar and Café have recently been refurbished to provide a central, comfortable, social space where members can meet, eat, drink, chat and work.

We are looking for an enthusiastic part-time Café Assistant to join the Café team, in the centrepiece of this community-based initiative. The Café serves breakfast, morning coffee, lunch, afternoon tea and takeaway throughout the day and is an ideal for those looking for a relaxing place to meet or work.

This is a fabulous opportunity to be a part of this excellent team, renowned for great coffee and fresh, quality foods. The ideal candidate will be friendly, motivated and committed, with a passion for coffee, food and hospitality 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:

### **Fellows Team**

Delivers all the events organised for or by the Fellows and/or the Master of the College.

## Functions Team

Delivers events such as formal hall, conferences and private dining held within College.

## Buttery Dining Room Team

Responsible for feeding students, staff members, Fellows and members of the public that visit the buttery at lunch or dinner time.

## Bar Team

Serves excellent drinks and snacks in the bar, while ensuring full licensing law compliance and duty of care.

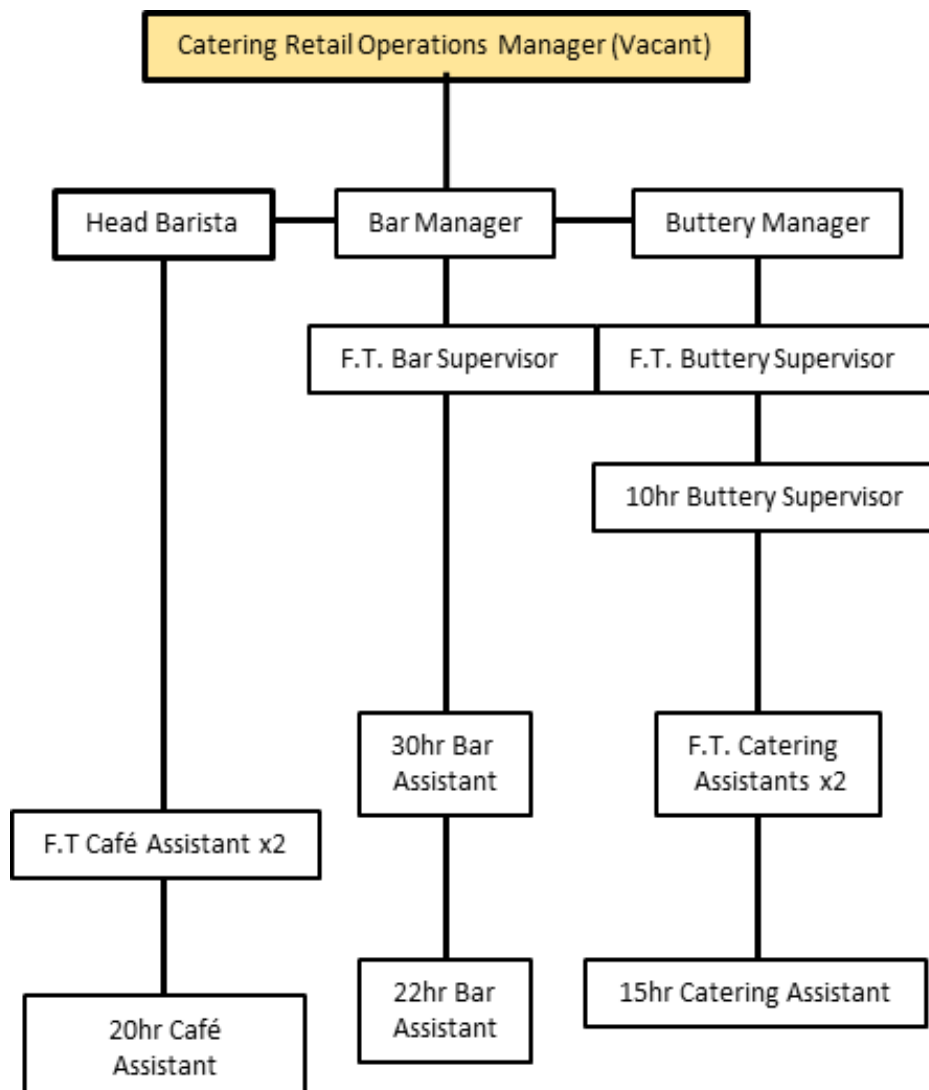
## Café Team

Responsible for the café during its opening hours, preparing and serving delicious barista coffees, and amazing food and other drinks.

## Kitchen Brigade

At the centre of all the departments, preparing the delicious food served in all areas of the College.

## Area Organisational Chart



## Job Purpose

### 1. Be a key player in the successful launch of the Café

- Work alongside the Head Barista, and Buttery and Bar managers to participate in the operational success of the new Café.
- Display enthusiasm and passion for excellent barista coffee, food and hospitality.

### 2. Be a key actor of the Café team to provide the highest levels of standards

- Assist customers and colleagues during the working shift, primarily in the café but in the other outlets as well if required. Prepare barista coffees according to standards set by the Head Barista.
- 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.
- Understand portion control and 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. Rotating stock as necessary.
- Ensure cleanliness and tidiness of all front and back of house areas during shift in the Café (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, ensuring all equipment is well-upkept and ensuring completion of cleaning schedules and routines.
- 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.

### 4. Assist other outlets as and when required

- Be a team player and assist where required, particularly during times where other outlets are busy and café is not.
- Attend any relevant training, as requested by line manager (such as 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).

## Principal Responsibilities

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	<ul style="list-style-type: none"><li>• A good general level of education</li><li>• An understanding of food service and allergens</li><li>• Food Hygiene Certificate (if this is not held, full training will be given)</li><li>• Basic understanding of COSHH Regulations</li></ul>	<ul style="list-style-type: none"><li>• Health &amp; Safety Level 2</li></ul>
Skills, Abilities and Competencies	<ul style="list-style-type: none"><li>• High standard of personal appearance and presentation</li><li>• Attention to detail</li><li>• Positive attitude towards work, colleagues and customers</li><li>• Good communication skills</li></ul>	<ul style="list-style-type: none"><li>• Experienced in Latte Art</li></ul>



## Terms & Conditions

Length of post: Permanent

Hours of work: 20 hours per week

Salary: Between £23,328.51—£24,629.92 p.a. (depending on experience) plus benefits pro rata

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) pro rata for those not working a 5-day week

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 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

The deadline to apply is **9.00am** on **Monday 22 April 2024**. Interviews are expected to be held during the following week.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date c.v.

Applications should be sent:

by email to: [recruitment@joh.cam.ac.uk](mailto: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.

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

Registered charity number 1137428



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

