



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

Further Particulars for the posts of  
**Catering Assistant—Buttery Dining Room**

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).

## Background

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.

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.

We are looking for an enthusiastic Catering Assistant to join the Buttery team on a full time contract. This is a fabulous opportunity to be a full part of the dedicated buttery 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 the highest standard of food and customer service that in turn exceeds their expectations.

The Catering department is comprised of the following:

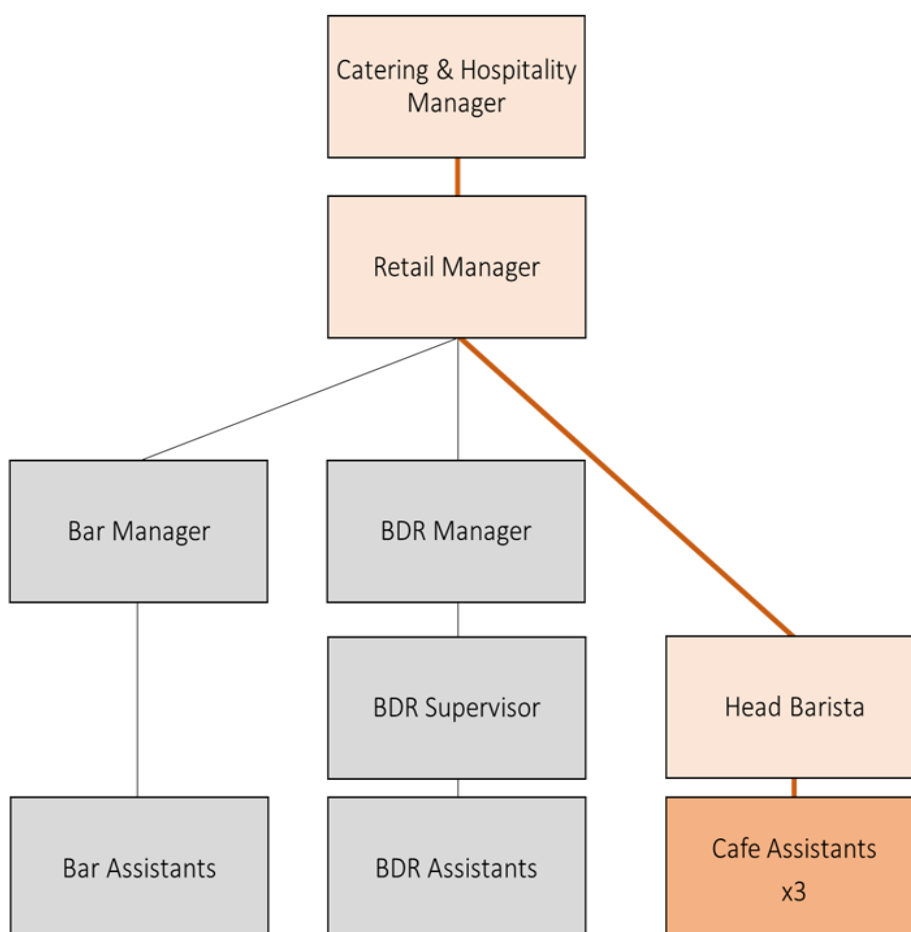
The **Buttery Dining Room Team** is responsible for feeding students, staff members, Fellows and members of the public that visit the buttery at lunch or dinner.

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.

## Catering



## Job Purpose

To assist the Buttery Manager with the smooth operation of food and drinks preparation service and cleaning within the Buttery and to assist all areas where required.

## Principle Responsibilities

### **Be a key actor of the Buttery team to provide the highest levels of standards**

- Assist customers and colleagues during the working shift, primarily in the buttery 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 buttery (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.

### **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-kept 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.

### **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).

### **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

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 level of education</li><li>• Level 2 Food Safety Certificate (if this not held full training will be given)</li><li>• Basic knowledge of HACCP principles</li><li>• COSHH regulations</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><li>• Flexibility to work across outlets (Bar, Café, BDR)</li></ul>	



## Terms & Conditions

Post:	<b>Catering Assistant</b>
Length of post:	Permanent
Hours of work:	39.25 hours per week.
Salary:	£26,136.17 - 26,855.18 (depending on experience)
Location:	The role is 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

The deadline to apply is 9.00 am on Monday 13 May 2024. Interviews are expected to be held during the week commencing 20th May 2024.

Please include in your application:

- A fully 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
- Details of two referees, one of whom should have detailed knowledge of your ability in regards to the requirement of the role
- 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 Department  
St John's College  
Cambridge CB2 1TP  
United Kingdom**

Registered charity number 1137428



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