General Kitchen Assistant
(Platewash)

Candidate information pack
February 2024
An overview of St John’s College, Cambridge

An inspiring place in which to work

For over 500 years, St John’s College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College’s global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John’s is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.
Catering Department Organisation Chart
Job Description

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 platewash 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.

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<th>Qualifications, Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
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<td>(Full training will be provided, if required)</td>
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<td>- Basic Food Hygiene Certificate</td>
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<td>- COSHH training</td>
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<td>- Allergy awareness</td>
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<td>Ideally, experience of working in a busy commercial kitchen</td>
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Skills, Abilities and Competencies:
- Prioritise cleaning tasks
- Decide which cleaning chemicals to use
- Good personal hygiene
- Good attention to detail
- Positive attitude to staff and colleagues.

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £23,804.68 p.a. (depending on experience)
Hours of work: 39.25 hours per week
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

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 1 March 2024**.

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.