



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Functions Assistant

January 2025



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.

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 e.g. College Graduation and the May Ball or the conviviality of the College bar and the new College café which are due to open in September 2022. 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.

We are looking to recruit an enthusiastic Functions Assistant to join the Catering & Hospitality team.



The Catering & Hospitality 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 **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.

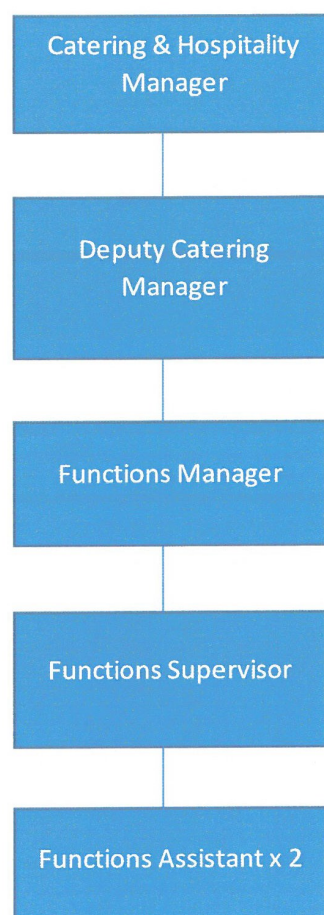
The **Buttery Dining Room Team** is responsible for feeding students, staff members, Fellows and members of the public that visit the buttery at lunch or dinner.

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.

Functions Department Organisational Chart



Job Purpose

To ensure the smooth operation of all public and private dining rooms and associated areas in terms of food service, staff supervision and cleaning.

Principal Responsibilities

Food Service:

In order to ensure that the required food service standards within the Department are fully implemented the postholder will:

- Assist in the laying up of rooms for formal lunches and dinners, buffets, meetings and events.
- Follow the daily sheets which have been previously issued by the Functions Manager/Supervisor
- Serve and oversee service of food at lunches, dinners and other events in all areas covered by the department, this will include silver service at formal functions
- Ensure that the service at the event is maintained to the required level
- Ensure correct portions are served to maintain and control food costs
- Ensure that there is sufficient equipment in place (i.e. cutlery, crockery, napkins, glassware etc) to enable the required tasks and service to be carried out at the function. Inform the Functions Supervisor or Manager of any shortages.

Health and Safety:

In order to maintain a safe environment for staff and the provision of a high quality and safe product for customers the post holder will:

- Operate a range of equipment to ensure the cleanliness and upkeep of all equipment
- Comply with food health and hygiene regulations. This will include reporting specific illnesses.
- Comply with COSHH regulations to ensure that any chemicals used for cleaning are being used in a safe and correct manner

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Catering and Conference Manager from time to time.

Resources Managed/ Facts and Figures:

- Responsible for overseeing waiting staff
- Providing a service at functions of up to 500 people

Decision – making:

- To inform Functions Manager/ Supervisor of any faults/damages

- To organise staff into specific job roles when setting up rooms
- To put staff into stations in readiness for a function



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">• Good general level of education• Basic Food Hygiene Certificate• Full knowledge of Silver service and other styles of food service• Basic knowledge of HACCP principles• Knowledge of COSHH regulations	
Skills, Abilities and Competencies	<ul style="list-style-type: none">• High standard of personal hygiene• Attention to detail• High level of discretion• Positive attitude towards work, colleagues and customers	

Terms & Conditions

Post: Functions Assistant

Length of post: Permanent

Hours of work: 25 hours per week

Salary: Between £25,566.22—£26,269.52 pro rata (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 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 months on either side.



Recruitment Process

The deadline to apply is **9.00 am on Monday 3 February 2025**. Interviews will be held either the **w/c 3 February** or **w/c 10 February 2025**.

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

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. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

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