



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Functions Assistant**

Requirement

St John's College wishes to appoint a Functions Assistant on a permanent basis.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: The Domestic Bursar's aim, to which your post is aligned through your sub department, is to provide effective, efficient and timely support services in order to enable the College to fulfil its statutory aims.

Sub-Department Aims: The primary aim of the Catering and Conference department is to provide a high standard of food and customer service to all our customers, which in turn exceeds their expectations. Secondly, have a highly trained, well-motivated and professional team of dedicated staff who will attend to our customer's needs. Moreover, to promote the College and department at all times and to promote our brand for St Johns College.

Principal Responsibilities and Duties

Job Title: Functions Assistant

Department: Catering and Conference Department

Post Responsible To: Functions Manager

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 post holder will:

- i. Assist in the laying up of rooms for formal lunches and dinners, buffets, meetings and events.

- ii. Follow the daily sheets which have been previously issued by the Functions Manager/Supervisor.
- iii. 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.
- iv. Ensure that the service at the event is maintained to the required level.
- v. Ensure correct portions are served to maintain and control food costs.
- vi. Ensure that there is sufficient equipment in place (i.e. cutlery, crockery, napkins, glassware etc.) so the required tasks and service can be carried out at the function.
- vii. 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:

- i. Operate a range of equipment to ensure the cleanliness and upkeep of all equipment.
- ii. Comply with food health and hygiene regulations. This will include reporting specific illnesses.
- iii. 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:

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

Decision-making

- i. To inform Functions Manager/Supervisor of any faults or damages.
- ii. To organise staff into specific job roles when setting up rooms.
- iii. 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.

Qualifications, Knowledge and Experience:

- A 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:

- High standard of personal hygiene.
- Strong attention to detail.
- High level of discretion.
- A positive attitude towards work, colleagues and customers.

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £21,803.15 - £22,402.37 p.a. (depending on experience)
Hours of work:	39.25 per week
Location:	The role is based 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.

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 **9am on Friday 7th January 2022**. Interviews are expected to take place week commencing 10th January 2022.

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.